



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

Bidding Documents

IT Branch Facilities Improvement and Monitoring Project

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Section I. Invitation to Bid



PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Financial Center, Pasay City, Metro Manila 1308

IT Branch Facilities Improvement and Monitoring Project

1. The Government Service Insurance System (GSIS) through the GSIS Corporate Operating Budget for CY 2014 intends to apply the sum of **TWENTY-FIVE MILLION PESOS ONLY (Php25,000,000.00)** being the Approved Budget for the Contract (ABC) to payment for the **IT Branch Facilities Improvement and Monitoring Project**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The GSIS now invites bids for the **IT Branch Facilities Improvement and Monitoring Project**. Delivery of the Goods should be completed within two hundred ten (210) calendar days from receipt of the Notice to Proceed. Bidders should have completed, within the past three (3) years from the date of submission and receipt of bids, a contract similar to the Project whose amount is at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

4. Interested bidders may obtain further information from the GSIS Bids and Awards Committee (GBAC) Secretariat and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM, Monday to Friday excluding holidays.

GBAC Secretariat, Level 2 Core G, GSIS Building, Financial Center Pasay City

A complete set of Bidding Documents may be purchased by interested Bidders starting on **12 March 2015, from 8:00AM to 3:00PM** and upon payment of a nonrefundable fee for the Bidding Documents amounting to **Php25,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The GSIS Bids and Awards Committee will hold a Pre-Bid Conference on **19 March 2015, 11:30AM**, at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City. The Pre-Bid Conference shall be open to all interested parties. However, only interested parties who have purchased the Bidding Documents are allowed to raise clarificatory questions and concerns.
6. Bids must be delivered to the address below on or before **06 April 2015, 9:00AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

Bid opening shall be on **06 April 2015, 9:30AM** at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the given address.

7. The GSIS reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:
GBAC Secretariat
GSIS Bids and Awards Committee
Level 2 Core G, GSIS Building, Financial Center Pasay City
Tel No. : (02)976-4961/ 976-4945 / Fax No. : (02)859-0373
GBAC_Secretariat@gsis.gov.ph / www.gsis.gov.ph

SALVACION P. MATE
Chairperson
GBAC for Infrastructure and
Information

Section II. Instructions to Bidders

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1. General

1. Scope of Bid

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 3.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the

events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
 - (e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
 - (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - (c) When the Goods sought to be procured are not available from local suppliers; or
 - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current

prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

$$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (K)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started\ coinciding\ with\ the\ contract\ to\ be\ bid.$$

Where: K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).

- 6.2. The Bidder is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.
- (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete,

and all statements and information provided therein are true and correct;

- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.7. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the non-refundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

2. Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

*(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.*
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

10. Clarification and Amendment of Bidding Documents

- 10.1. Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

3. Preparation of Bids

11. Language of Bid

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

- (a) Eligibility Documents –

Class “A” Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;

- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its on-going and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
 - (iii.1) name of the contract;
 - (iii.2) date of the contract;
 - (iii.3) kinds of Goods;
 - (iii.4) amount of contract and value of outstanding contracts;
 - (iii.5) date of delivery; and
 - (iii.6) end user's acceptance or official receipt(s) issued for the contract, if completed.
- (iv) Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- (v) NFCC computation in accordance with **ITB** Clause 5.5; and
- (vi) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Class "B" Document:

- (vii) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

13. Documents Comprising the Bid: Financial Component

13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
- (c) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
 - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
 - (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate.

The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

15. Bid Prices

- 15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - (a) For Goods offered from within the Procuring Entity's country:
 - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
 - (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
 - (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes

which will be payable on the Goods if the contract is awarded.

- (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
- (iii) The price of other (incidental) services, if any, listed in the **BDS**.

(b) For Goods offered from abroad:

- (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- (ii) The price of other (incidental) services, if any, listed in the **BDS**.

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The bid security in the amount stated in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

For biddings conducted by LGUs, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
 - (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
 - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 29.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;

- (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL COMPONENT” and “COPY NO. ____ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 1.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

4. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity.

23. Modification and Withdrawal of Bids

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder’s compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.
- 24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to

contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder’s representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).
- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents described in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(v) by any of the joint venture partners constitutes compliance.
- 24.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration with the BAC: Provided, however, that the motion for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a motion for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

5. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
 - (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
 - (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
 - (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation,

cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.

- 27.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
 - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

29. Post-Qualification

- 29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
- (a) Latest income and business tax returns in the form specified in the **BDS**;
 - (b) Certificate of PhilGEPS Registration; and
 - (c) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring

Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
 - (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

- (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
 - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
 - (a) No bids are received;
 - (b) All prospective Bidders are declared ineligible;
 - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
 - (d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

6. Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
 - (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and
 - (d) Approval by higher authority, if required.

- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
 - (b) Bidding Documents;
 - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
 - (d) Performance Security;
 - (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
 - (f) Notice of Award of Contract; and
 - (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
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(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

34. Notice to Proceed

- 34.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.
- 34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

Section III. Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>Government Service Insurance System (GSIS)</i> .
1.2	The lot(s) and reference is/are: <i>IT Branch Facilities Improvement and Monitoring Project</i>
2	The Funding Source is: The Government of the Philippines (GOP) through <i>the GSIS Corporate Operating Budget for CY 2014</i> in the amount of TWENTY-FIVE MILLION PESOS (Php25,000,000.00)
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar Project pertains to the supply, delivery, installation and commissioning of Data Center facilities in terms of power and cooling.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The GSIS Bids and Awards Committee will hold a Pre-Bid Conference on 19 March 2015, 11:30AM , at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City. The Pre-Bid Conference shall be open to all interested parties.
10.1	The Procuring Entity's address is: GBAC Secretariat GSIS Bids and Awards Committee Level 2 Core G, GSIS Building, Financial Center Pasay City Tel No. : (02)976-4961/ 976-4945 / Fax No. : (02)859-0373 GBAC_Secretariat@gsis.gov.ph / www.gsis.gov.ph

12.1	<i>No further instructions.</i>
12.1(a)	<p>For registration certificate from the Securities and Exchange Commission (SEC), any of the following may be submitted:</p> <ol style="list-style-type: none"> 1. <u>For Corporation</u> Registration Certificate; OR Certificate of Incorporation and Articles of Incorporation; OR Latest Certificate of Filing of Amended Articles of Incorporation and the amended articles of incorporation (if the company has amended its articles of incorporation as approved by the SEC); OR Certificate of Good Standing from SEC (for purposes of determining status of the entity, whether it is active or its certificate of registration has been revoked). 2. <u>For Partnership:</u> Certificate of Registration; OR Certificate of Partnership and the Articles of Partnership; OR Certificate of Amended Articles of Partnership and the accompanying amended articles of partnership (if the company has amended its articles of partnership as approved by the SEC); OR Certificate of Good Standing from SEC (for purposes of determining status of the entity, whether it is active or its certificate of registration has been revoked).
12.1(a)(i)	<i>No additional requirements.</i>
12.1(a)(iii)	Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature to the Project, within the past three (3) years from the submission and receipt of bids.
12.1 (a) (iv)	Audited financial statements for CY 2013, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
12.1(b)	<p>As regards to conformity with technical specifications, the bidder must submit either of the following:</p> <ol style="list-style-type: none"> a) Copies of Sections VI and VII of the Biddings Documents and all Bid Bulletin/s issued with the bidder’s statement of compliance and signature of the authorized representative; OR b) Signed Letter of Conformity to be printed in the bidder’s letterhead
13.1	Bid Form and Itemized Bid Form
13.1(b)	No further instructions.
13.2	The ABC for the project is Php25,000,000.00 . Any bid with a financial component exceeding the amount shall not be accepted.

15.4(a)(iii)	No incidental services are required.
15.4(b)	No further instructions.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid <i>for 120 days from opening of bids.</i>
18.1	<p>The bid security shall be in the following form and amount:</p> <p>a) Php500,000.00, equivalent to 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit.</p> <p><i>Bidders who opt to submit a bid security in the form of cash shall deposit the money to the GSIS Cashier, in coordination with the GBAC Secretariat, prior to the submission of bids. The original Official Receipt issued by the GSIS Cashier for the cash deposit shall be submitted as part of the Eligibility and Technical Component.</i></p> <p>b) Php1,250,000.00, equivalent to 5% of the ABC, if bid security is in Surety Bond. A valid certification from the Insurance Commission must be attached.</p> <p>c) Any combination of the foregoing proportionate to the share of form with respect to total amount of security; or</p> <p>d) Notarized Bid Securing Declaration.</p>
18.2	The bid security shall be valid <i>for 120 days from opening of bids.</i>
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>one (1)</i> copy of the first and second components of its bid.
21	<p>The address for submission of bids is GBAC Secretariat, GSIS Bids and Awards Committee, Level 2, Core G, GSIS Building, Financial Center Pasay City.</p> <p>The deadline for the submission of bids is on 06 April 2015, 9:00AM.</p>
24.1	Bid opening shall be on 06 April 2015, 9:30AM at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City.
24.2	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

28.3(b)	<i>Bid Modification is not allowed.</i>
28.4	No further instructions.
29.2(a)	No further instructions.
29.2(b)	<p><i>Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.</i></p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
29.2(d)	<p>Post-Qualification Documents</p> <ol style="list-style-type: none"> 1. Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) or Annual Income Tax. <i>(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</i> 2. Business tax (Percentage tax or VAT) returns within the last six months. <i>(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</i> 3. Valid PhilGEPS Registration Certificate 4. For those who submitted a Notarized Statement to form a Joint Venture during the Opening of Bids, the Joint Venture Agreement will be submitted with a disclosure of the percentage of ownership of both parties. 5. All parties to the Joint Venture shall submit the following: <ul style="list-style-type: none"> ➤ Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) or Annual Income Tax. <i>(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</i> ➤ Business tax (Percentage tax or VAT) returns within the last six months. <i>(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</i> ➤ Valid PhilGEPS Registration Certificate 6. Certificate of Good Standing, Completion, <u>AND</u> Acceptance from GSIS. Said Certification must be issued within the past twelve (12) months from bid submission. <i>(This is applicable only to prospective bidders <u>with</u> previous contracts and completed projects with the GSIS entered into within the past three (3) years from the submission and receipt of bids); OR</i>

	<p>Certificate of Good Standing, Completion, <u>OR</u> Acceptance from at least one (1) previous client as stated in the List of Ongoing and Completed Contracts. Said Certification must be issued within the past twelve (12) months from bid submission. <i>(This is applicable only to prospective bidders <u>without</u> previous contracts and completed projects with the GSIS).</i></p> <p>7. Datasheet of the product (goods and/or services) to be supplied. This includes brochures, manuals, or other documentary references which will provide substantial information of the product (goods and/or services) to be supplied.</p>
32.4(g)	Copy of the bidding documents, including bid bulletins (if any), obtained from the GSIS signed on every page by the bidder's authorized representative preferably in blue ink.

Section IV. General Conditions of Contract

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

“The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

“The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

“The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.

“The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

“GCC” means the General Conditions of Contract contained in this Section.

“SCC” means the Special Conditions of Contract.

“The Procuring Entity” means the organization purchasing the Goods, as named in the SCC.

“The Procuring Entity’s country” is the Philippines.

“The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.

The “Funding Source” means the organization named in the SCC.

“The Project Site,” where applicable, means the place or places named in the SCC.

“Day” means calendar day.

The “Effective Date” of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

“Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the

existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

defines, for the purposes of this provision, the terms set forth below as follows:

"corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

"collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

"coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

"obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or

international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

- (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

- 2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten Percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfilment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
 - On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
 - On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the **SCC** provision on Delivery and Documents.
 - On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty-five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the

reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.

- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

The Supplier has no pending claims for labor and materials filed against it; and

Other terms specified in the SCC.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all

recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of

time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.

- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;

As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or

The Supplier fails to perform any other obligation under the Contract.

- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring

Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

to have any portion delivered and/or performed and paid at the contract terms and prices; and/or

to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);

Drawing up or using forged documents;

Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;

Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:

that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;

the extent of termination, whether in whole or in part;

an instruction to the Supplier to show cause as to why this Contract should not be terminated; and

special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the

seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;

The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;

The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and

The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>Government Service Insurance System (GSIS)</i> .
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	<p>The Funding Source is</p> <p>The Government of the Philippines (GOP) through the GSIS Corporate Budget for CY 2014 in the amount of TWENTY-FIVE MILLION PESOS ONLY (Php25,000,000.00)</p>
1.1(k)	The Project sites <u>are defined in Section VI. Schedule of Requirements and Section VII. Technical Specifications.</u>
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="text-align: center;">GBAC Secretariat GSIS Bids and Awards Committee Level 2 Core G, GSIS Building, Financial Center Pasay City Tel No. : (02)976-4961/ 976-4945 / Fax No. : (02)859-0373 GBAC_Secretariat@gsis.gov.ph / www.gsis.gov.ph</p> <p>The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i></p>
6.2	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>at the project sites specified in Section VI</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p>

	<ul style="list-style-type: none"> (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt; (iii) Original Supplier's factory inspection report; (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate; (v) Original and four copies of the certificate of origin (for imported Goods); (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel; (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site. <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and (e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>
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	<p>(a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>(b) in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts required are listed in Section VI. Schedule of Requirements and the cost thereof are included in the Contract Price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of <i>six months</i>.</p> <p>Other spare parts and components shall be supplied as promptly as possible, but in any case within <i>24 to 48 hours</i> of placing the order.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging shall be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p>
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	<p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Insurance –</p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with GCC Clause 22.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Patent Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of</p>
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the Goods or any part thereof.

Payment Terms

Payment shall be made after complete delivery and acceptance of the project subject to the following Project Milestones:

Phase	Deliverables	Payment (Percentage of the total contract price)
1	<ul style="list-style-type: none">➤ Approved and Signed Project Management;➤ Resumes of the Project Manager, Supervisor/Foreman and Electrical Engineer➤ Delivery and Installation for Pasay Head Office - Server Trays or Rack Shelves, Blanking Panels, 3kVA and 1kVA	30%
2	<ul style="list-style-type: none">➤ Delivery (Circuit Breakers, Royal Cord, etc), Duly Signed "As Built Electrical Plan") and Installation of electrical components for GSIS Owned Branches in Luzon and Visayas.➤ Delivery, Installation, Testing and Commissioning for Luzon and Visayas Branches:<ul style="list-style-type: none">✓ Temperature/Humidity Sensor(Ambient);✓ Environment Monitoring for Network Closet;✓ 5kVA UPS;✓ 1.0kVA UPS;✓ Network Rack;✓ Quarter Rack;	30%

		<ul style="list-style-type: none"> ✓ Horizontal PDU; ✓ Vertical PDU; 	
	3	<ul style="list-style-type: none"> ➤ Delivery (Circuit Breakers, Royal Cord, etc), Duly Signed “As Built Electrical Plan”) and Installation of electrical components for GSIS Owned Branches in Mindanao. ➤ Delivery, Installation, Testing and Commissioning for Mindanao Branches: <ul style="list-style-type: none"> ✓ Temperature/Humidity Sensor(Ambient); ✓ Environment Monitoring for Network Closet; ✓ 5kVA UPS; ✓ 1.0kVA UPS; ✓ Network Rack; ✓ Quarter Rack; ✓ Horizontal PDU; ✓ Vertical PDU; ➤ Project Turn-over/Acceptance (Completion of the Upgrade of Existing EMS Software including the one hundred fifty eight (158) Network/Node Licenses); ➤ Integration of all T/H Ambient Sensors and UPS to the Upgrade EMS Software; ➤ Cable IQ Qualification Tester; ➤ Equipment Technical & User’s Manual; Project Acceptance Report; Training Vouchers 	40%

10.4	Payment shall be made in Philippines Pesos.
13.4(c)	No further instructions.
16.1	The applicable inspection and performance test to be done by the Data Center and Data Recovery and Building and Maintenance Departments.
17.3	<p>Warranty:</p> <ul style="list-style-type: none"> • The winning bidder shall provide three (3) years warranty on all labor and parts free of charges. • The warranty must include immediate replacement of the whole unit if any part of the unit becomes defective three (3) times within the first year of the warranty period. • The winning bidder must provide three (3) years software warranty which includes, but shall not be limited to, software version upgrades and patches. • All warranty obligations shall commence upon issuance of the Certificate of Completion and Final Acceptance
17.4	The period for correction of defects if requires importation of goods is within thirty (30) calendar days, otherwise seven (7) calendar days.
21.1	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Qty	Total	Delivery (Weeks/Months)	Statement of Compliance
1	<ul style="list-style-type: none"> ➤ Submission of Project Management Plan ➤ Delivery and Installation of equipment in Pasay Head Office 	1	1	Within 90 Calendar days from the receipt of Notice to Proceed (NTP)	
2	<ul style="list-style-type: none"> ➤ Delivery and Installation of electrical components. <i>(Refer to GSIS Owned Branches in Luzon and Visayas on <u>Annex J and Annex K</u>)</i> ➤ Delivery, Installation, Testing and Commissioning. <i>(Refer to Luzon and Visayas Branches <u>in Annex A</u>)</i> 	1	1	Within 150 Calendar days from the receipt of Notice to Proceed (NTP)	
3	<ul style="list-style-type: none"> ➤ Delivery and Installation of electrical components. <i>(Refer to GSIS Owned Branches in Mindanao on <u>Annex J and Annex K</u>)</i> ➤ Delivery, Installation, Testing and Commissioning for all GSIS Mindanao Branches. <i>(Refer to Mindanao Branches in <u>Annex A</u>)</i> ➤ Project Turn-over/Acceptance 	1	1	Within 210 Calendar days from the receipt of Notice to Proceed (NTP)	

Section VII. Technical Specifications

Instruction to Bidders: Bidders must state in the column “Statement of Compliance” either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

A. BACKGROUND

A.1 PROJECT OVERVIEW/OBJECTIVES

The Government Service Insurance System (GSIS), committed to the delivery of efficient and timely social security benefits to all GSIS members, plans to improve the environmental facilities and monitoring of its IDF room facility, both in central and branch offices. The project objectives are as follows:

1. To provide support to the basic operations of IDF rooms;
2. To provide IT environmental monitoring facilities;
3. To standardize the quantity and technical specification of IT room facilities in terms of rack space and power requirement;
4. To improve the capability of ITSG to monitor and evaluate the IT facilities operational status; and
5. To provide protection of IT equipment against electrical surge and fluctuation that are common in the branches and extension offices.

A.2 PROJECT SCOPE

Project Scope	Statement of Compliance
1. The winning bidder must supply, deliver, install and configure various IT facility equipment in GSIS Head Office, Branches and extension offices.	
2. The project is composed of three (3) components. These	

are:

➤ Electrical work

- ✓ Installation of power lines from the Main Distribution Panel (MDP) to the Intermediate Distribution Panel (IDP) for Circuit Breaker Panel termination;
- ✓ Installation of two (2) dedicated circuit breaker inside the IDF room;

➤ Supply, Delivery and Installation of IT Facilities, namely:

- ✓ Power Distribution Units (PDU);
- ✓ Uninterruptible Power Supply (UPS) units;
- ✓ Temperature and Humidity Probes/Sensors;
- ✓ Environmental Monitoring Switches/Gateways;
- ✓ Network racks and quarter racks;
- ✓ Rack Shelves or Server Trays;
- ✓ Blanking Panels; and
- ✓ Software Upgrade of the Existing EMS Software with corresponding Network/Node Licenses for all UPS and Sensors to be delivered;

➤ Delivery of Services

- ✓ Upgrade, Installation and configuration of the existing EMS System Software;
- ✓ Integration Support of all Temperature/Humidity sensors and UPS to the EMS software including network/node licenses;
- ✓ Training on Installation and Configuration of the EMS;
- ✓ Training on the Operation and Management of the EMS;

These components of the project will be procured as one (1) lot and will be implemented by one (1) vendor to eliminate the compatibility issues that may occur.

A.3 HARDWARE

Item	Quantity	Specification		Statement of Compliance
1	43	Temperature/Humidity Sensor (Ambient) (For distribution list, refer to Annex A)		
		Features	Suited for Ambient Temperature and Humidity Reading; Browser-based user Interface; DHCP; SNMP; MIB File; Full Password Protection; Graphing Capability .	
		Measurement Range:	Between 14⁰F to 159⁰F (-10⁰C to 70⁰C)	
		Measurement Accuracy Celsius:	Min ±0.5°C to Max +1.0°C accuracy	
		Measurement Range Relative Humidity:	5% to 95%	
		Measurement Accuracy Relative Humidity:	Max +/- 5%	
		Measurement Resolution Relative Humidity:	Min 1% to Max 5%	
		Network Interface Connections:	RJ11 or RJ-45 10/100 Base-T, SNMP	
2	43	Environment Monitoring Switch/Gateway for Network Closet (For distribution list, refer to Annex A)		
		Number of Sensor Supported	Min of two(2) sensors	
		Protocol	HTTP, HTTPS, SCP, SMTP, SSH V1, SSH V2, TCP/IP, Telnet	
		Network Interface	RJ-45 10/100 Base-T	
		Operating Environment	Between 4 ⁰ C to 45 ⁰ C	
		Operating Relative Humidity	Between 0% to 95%	
3	42	Uninterruptible Power Supply (UPS) (For distribution list, refer to Annex A to exclude Pasig Central Office)		
		Form	Tower	

Item	Quantity	Specification		Statement of Compliance
		Power Rating	Min 3.5 kW / 5 kVA	
		Input: <ul style="list-style-type: none"> Rating Voltage V Voltage Range V Frequency Frequency Range Input power factor 	<ul style="list-style-type: none"> 220/230/240VAC Between 180 to 280VAC 50/60Hz Auto Sensing Between 45 to 70Hz At least 0.99 	
		Output: <ul style="list-style-type: none"> Voltage Frequency Overload 	<ul style="list-style-type: none"> 220/230/240VAC 50/60Hz Between 125% to 130% for 1 minute 	
		Output Connector	Min (6) IEC 320 C13 and (2) IEC 320 C19	
		Output power factor	Min 0.70	
		Display:	<ul style="list-style-type: none"> ✓ LED AC input/output, Bypass, Inverter, Fault, Overload, Battery replacement, Battery backup ✓ LCD (Multi-Language) Input/Output, Bypass, Inverter, Frequency, Loading and battery level, Abnormal message and intelligent self-diagnosis 	
		Interface:	Standard: RS232 x 1, SNMP and/or Modbus slot x 1, Parallel port x 1, with pre-installed SNMP Card for environmental monitoring	

Item	Quantity	Specification		Statement of Compliance
		Transient Voltage Surge Suppression(TVSS)	Internal or external with the UPS	
		Remote UPS Monitoring	Web Monitoring ; Dry Contact Monitoring and Control;	
		Conformance	Safety CE, TUV, EN62040-1-1 EMC CISPR 22 Class A	
		Approval	C-tick, CE, EN 50091-1, EN 50091-2, EN 55022 Class A, EN 60950, EN 61000-3-2, GOST, UL 1778, VDE Or C-Tick, CE, WEEE and ROHS	
4	53	Uninterruptible Power Supply (UPS) <i>(For distribution list, refer to Annex C)</i>		
		Form	Tower	
		Power Rating	Min 2100W / 3kVA	
		Interface:	Standard: RS232 x 1, SNMP and/or Modbus slot x 1, Parallel port x 1, with pre-installed SNMP Card for environmental monitoring	
		Transient Voltage Surge Suppression(TVSS)	Internal or external with the UPS	
		AC Input Nominal Voltage	220/230/240 Vac, single phase, 3 wire (L + N + G)	
		AC Input Voltage Window	For 1 kVA to 6 kVA, 160 – 280 Vac (L-N) at full load, while providing nominal charging to the battery system; or 100 – 280 Vac (L-N) at 50% load, while providing nominal charging to the battery system	

Item	Quantity	Specification		Statement of Compliance
		Input Frequency Range	Between 45Hz to 70 Hz, auto-selecting	
		Input Power Factor	Min 0.95 to Max 0.99 at 100% load at 230 Vac	
		Input Current Distortion	Max 8% at 100% load at 230 Vac	
		AC Nominal Output Voltage (Single Phase, 3-Wire (Phase + N + G))	200 Vac, 220 Vac, 230 Vac or 240 Vac, user-selectable	
		Output Connectors	Min (6) IEC 320 C13 and Min (1) IEC 320 C19	
		Output Frequency	50/60 between +/- 3% to +/-5% Hz tracking or 50/60 +/- 0.1 Hz tracking (user-selectable)	
		AC Output Voltage Distortion	Maximum 3% @ 100% linear load; Maximum 5% @ 100% non-linear load	
		AC output static voltage regulation	Min +/-1% to Max +/- 3%	
		AC output dynamic voltage regulation	Min +/- 7% for 100% load step at less than 10 ms recovery time	
		Nominal Operation (Online)	<ul style="list-style-type: none"> • 150% for 30 seconds • 125% for 1 to 5 minutes • 105% continuous 	
		Approval	BSMI, C-tick, CE, CSA, EN 50091-1, EN 50091-2, EN 55022 Class A, EN 60950, EN 61000-3-2, GOST, JEON, UL 1778, VCCI, VDE or Safety IEC62040-1 Emission IEC/EN/AS 62040-2 CISPR22 Class A IEC/EN/AS61000-3-12	

Item	Quantity	Specification		Statement of Compliance
5	20	Uninterruptible Power Supply (UPS) (For distribution list, refer to Annex B and Annex C)		
		Type	Tower	
		Power Rating	min 700W / 1kVA	
		Interface:	Standard: RS232 x 1, SNMP and/or Modbus slot x 1, Parallel port x 1, with pre-installed SNMP Card for environmental monitoring	
		Transient Voltage Surge Suppression(TVSS)	Internal or external with the UPS	
		AC Input Nominal Voltage	220/230/240 Vac, single phase, 3 wire (L + N + G)	
		AC Input Voltage Window	For 1 kVA to 6 kVA, 160 – 280 Vac (L-N) at full load, while providing nominal charging to the battery system; or 100 – 280 Vac (L-N) at 50% load, while providing nominal charging to the battery system	
		Input Frequency Range	Between 40Hz to 70Hz, auto-selecting	
		Input Power Factor	Minimum 0.95 at 100% load at 230 Vac	
		Input Current Distortion	Maximum 6% at 100% load at 230 Vac	
		AC Nominal Output Voltage (Single Phase, 3-Wire (Phase + N + G))	220 Vac, 225 Vac, 230 Vac, or 240 Vac, user-selectable	
		Output Connectors	Min (6) IEC 320 C13	
		Output Frequency	50/60 between +/- 3% to +/- 5% Hz tracking or 50/60 +/- 0.1 Hz tracking	

Item	Quantity	Specification		Statement of Compliance
			(user-selectable)	
		AC Output Voltage Distortion	Maximum 3% @ 100% linear load; Maximum 8% @ 100% non-linear load	
		AC output static voltage regulation	Min +/-1% at steady state	
		AC output dynamic voltage regulation	Min +/- 7% maximum for 100% load step at less than 10 ms or 100 ms recovery time	
		Nominal Operation (Online)	<ul style="list-style-type: none"> • 150% for 30 seconds • 125% - 150% for 1 minute • 105% continuous 	•
		Output Power Factor Rating	Between 0.2 –1.0 lagging Nominal: 0.7 lagging	
		Input Frequency	50/60 Hz	
		Cord Length	2.5 meters	
		Input Voltage Range	90-250 VAC	
		Maximum Line Current per Phase	10 A	
		Approval	C-tick, CE, EN 50091-1, EN 50091-2, EN 55022 Class A, EN 60950, EN 61000-3-2, GOST, VDE Or C-Tick, CE, EN 62040-1, EN 50091-2, ROHS, WEEE	
6	8	Network Rack (Open Type) <i>(For distribution list, refer to Annex D)</i>		
		Maximum Height	Min 2130.00 mm..	
		Maximum Width	600.00 mm.	
		Maximum Depth	Min 747.00 mm.	
		Minimum Mounting Depth	740.00 mm.	
		Maximum	1200.00 mm.	

Item	Quantity	Specification		Statement of Compliance
		Mounting Depth		
		Structure	4 poles	
		Rack Height	44U	
		Color	Black	
		Server Tray	5 pcs.	
7	4	Quarter Rack (11U) <i>(For distribution list, refer to Annex E)</i>		
		Cabinet Depth	Max 1000 mm	
		Door Type	Mesh	
		Rack Height	11U	
		Color	Black	
		Server Tray	2 pcs	
8	15	Vertical Installation Power Distribution Unit (PDU) <i>(For distribution list, refer to Annex F)</i>		
		Nominal Output Voltage	230V	
		Maximum Total Current Draw per Phase	16 A	
		Output Connections	Min (16 ports) IEC 320 C13 and (2 ports) IEC 320 C19	
		Nominal Input Voltage	208V or 230V	
		Input Frequency	50 to 60 Hz	
		Input Connections	IEC 320 C20	
		Acceptable Input Voltage	Between 100-240 VAC	
		Maximum Line Current per phase	16A	
		Maximum Input Current per phase	16A	
		Cord Length	3 meters	
9	9	1U Horizontal Install Power Distribution Unit (PDU) <i>(For distribution list, refer to Annex G)</i>		
		Nominal Output Voltage	208V or 230 V	

Item	Quantity	Specification		Statement of Compliance
		Maximum Total Current Draw per Phase	16A	
		Input Frequency	50-60Hz	
		Maximum input/output current	16A	
		Input Connection	IEC 320 C20	
		Output Connection	Min (6) IEC 320 C13 + (2)IEC 320 C19	
		Acceptable Input Voltage	Between 200-240 VAC	
		Maximum Input Current per phase	16A	
		Cord length	2.5 m.	
		Number of Power Cords	1	
10	20	Server Tray or Rack Shelves <i>(For delivery to Data Center Pasay Head Office)</i>		
		Description	Adjustable-Depth Rack Shelf Range: 27 – 34 inches	
		Dimension(Width x Height)	19 inches (482.6 mm) x 1.75 inches (44.45 mm)	
		Rack-U Size	1U or 1RU	
		Color	Black	
		Weight Capacity	Min. 150 lbs.	
		Type	Vented, Steel	
		Rack Compatibility	Width: 23.62 inches (600 mm) Frame Depth: 39.37 inches (1000mm)	
11	56	Blanking Panel <i>(For delivery to Data Center Pasay Head Office)</i>		
		Dimension(Width x Height)	19 inches (482.6 mm) x 1.75 inches (44.45 mm)	
		Rack-U Size	1U or 1RU	

Item	Quantity	Specification		Statement of Compliance
		Color	Black	
		Type	Snap-in installation	
		Compliance	EIA-310-E Compliant Cabinet	
12	1	Cable IQ Qualification Tester <i>(For delivery to Data Center Pasay Head Office)</i>		
		Cable types supported	UTP, STP, FTP, SSTP, RG6, RG59, audio and security	
		Qualification auto tests	1000BASE-T, 100BASE-TX, 10BASE-T, VoIP, 1394b S100, TELCO, Wiremap only, Coax	
		Supported tests	Wiremap, length, cable signal performance, digital toner, analog toner, Ethernet port detection and identification, analog telephone detection, blink port light, continuity, speaker test, cable fault finding, video signal detection.	
		Wiremap	Can detect single wire faults and supports MultiMap mode with up to seven remote office identifiers. Draws proportional wire length to breaks. Detects split pairs.	
		Find fault	Measures crosstalk and impedance and compares against appropriate limits based on qualification test selected. Detects location of large point sources as well as distributed sources in the cabling if they are sufficient to disqualify the application	

Item	Quantity	Specification		Statement of Compliance
		Results storage	Up to 250 qualification test results	
		Power	Battery type: 4 AA (NEDA 15A, IEC LR6) alkaline batteries	
		Battery life	20 hours of typical use, without backlight	
		Other battery types supported	4AA photo lithium, NIHM, NICAD	
		Dimensions and weight	7in x 3.5in x 1.75in (17.8cm x 8.9cm x 4.5cm) 1.2 lb (0.55 kg)	

A.4 SOFTWARE

Item	Quantity	Specification		Statement of Compliance
1	1 lot	Upgrade of the existing Environmental Monitoring Software (EMS) <i>(For delivery and installation to Data Center Pasay Head Office)</i>		
		System Description	<ul style="list-style-type: none"> Capable of providing Power Usage Effectiveness (PUE) view that will provide information on daily energy use; Capable of providing inventory report on all devices connected to the system; Has a search capability to quickly locate a piece of equipment connected in the system; Capable of providing web services API to allow third party applications to access the inventory database, alarm and event, capacity and 	

Item	Quantity	Specification		Statement of Compliance
			cooling analysis data, and PUE information; <ul style="list-style-type: none"> Capable of providing access to mobile devices with minimum platforms: <ul style="list-style-type: none"> Apple IOS 7.x; Android OS Ice Cream Sandwich; 	
		System Characteristics	<ul style="list-style-type: none"> Virtual Server infrastructure requirement: <ul style="list-style-type: none"> With ISO Image installer; Compatible with the existing VMWARE version ESXI 5.1 (both for OS and DB); With equivalent server licenses; Client workstation requirement: <ul style="list-style-type: none"> Compatible with the existing Intel based workstation; Can be viewed using Internet Explorer, Chrome and Firefox web browser; Compatible with Java Plug-in v.1.6.0_22; 	
		Building Management System Integration	Yes	
		Supported Device Types	UPS Models, Chillers, Power Distribution Units (PDU), Rack Smart-PDUs, Computer Room Air Conditioners,	

Item	Quantity	Specification		Statement of Compliance
			Environmental Sensors, Power Metering Equipment, Surveillance Appliances, Static Transfer Switches, Standby Generators	
		Compatible Protocols Support	DNS, HTTP, HTTPS, SMS, SMTP, SSL, TCP/IP, SNMP, SSH, SMB, JMS, VMWARE	
		Dashboard Key Performance Indicator View	<ul style="list-style-type: none"> • Provide a map view to monitor the data center operations in a quick overview, including any alarms in different locations and rooms; • From the map overview, one can drill down to locations > rooms > racks > servers for details or troubleshooting; • Display capacity KPIs for each data center in the map view. The KPIs should include the status of the Power, Cooling, U-space and Network utilization; • Power is represented as the percentage of the available load (kW) that is utilized by the IT equipment in the location or room; • Cooling is represented as the percentage of the available load (kW) that is utilized by the IT equipment in 	

Item	Quantity	Specification		Statement of Compliance
			<p>the location or room;</p> <ul style="list-style-type: none"> • U-space is represented as the percentage of the available U-positions (U-pos) that is populated with equipment in the location or room; • Network is represented as the percentage of the available Network ports (ports) that is utilized by networking equipment in the location or room. 	
		Standard Reports	<ul style="list-style-type: none"> • Audit Trail; • Capacity history; • Energy Cost; • Inventory report; • Power capacity; 	
		Software Security	<ul style="list-style-type: none"> • Capable of authentication and encryption via SSL; • Capable of OpenLDAP and Active Directory support; • Capable of different level of access rights (e.g. administrator, user) 	
		Licenses	<ul style="list-style-type: none"> • One Hundred Fifty Eight (158) Network/Node Licenses for all UPS and Sensors to be integrated in the EMS. 	

A.5 SERVICES

Services	Statement of Compliance
<ol style="list-style-type: none"> 1. The winning bidder shall install and configure the proposed version upgrade of the existing EMS of GSIS-ITSG in a testing environment prior to actual migration from the old version to the new and upgraded EMS software. <i>(Please refer to the test procedure in Annex L).</i> All costs pertaining to the aforementioned requirement shall be at the expense of the winning bidder. This includes, but shall not be limited to, any required hardware for the test environment. 2. The winning bidder shall install and configure the proposed upgrade version of the existing EMS in a test environment to test its compatibility and functionality to the UPS and Sensors included in the deliverable. 3. The winning bidder shall include the integration of the existing environmental sensor in the testing environment for compatibility and functionality checking. 4. The winning bidder shall install the electrical requirement including royal cord, circuit breaker and intermediate distribution panel as stated in the electrical layout. <i>(Refer to Annex I)</i> 5. The winning bidder shall provide a licensed electrical engineer to sign and validate all electrical installation from any defects, miscalculations, under or over ratings of electrical components and any electrical related problem as a result of all electrical work done in the branch. 6. The winning bidder shall conform to the standard set by GSIS as to the electrical layout design and power ratings starting from the circuit breaker panel board up to the Power Distribution Unit (PDU) installed in the racks. <i>(Refer to Annex I)</i> 7. The winning bidder shall provide all electrical work materials, including but not limited to mounting brackets, conduit and pipes necessary for the implementation of the electrical component of the project. 8. The winning bidder shall provide services to trace and label all electrical power cords, circuit breakers, and all related electrical parts of the IDF rooms necessary for inventory and capacity assessment. 	

<p>9. The winning bidder shall perform grooming of electrical cables in all electrical cable trays, if necessary.</p> <p>10. The winning bidder shall install and configure all SNMP and/or Modbus and/or Bacnet sensor devices to send facility related information into a real-time single dashboard EMS software tool.</p> <p>11. The winning bidder shall ensure integration of the Temperature/Humidity Ambient sensors via SNMP or Modbus or Bacnet connection with the proposed version upgrade of the existing EMS in Data Center Pasay H.O.</p> <p>12. The winning bidder shall ensure the integration of any existing or future SNMP, Modbus, and other related EMS devices that will be purchased or required by GSIS to be linked to the EMS software to be provided.</p> <p>13. The winning bidder shall integrate all UPS Voltage, Ampere, Watts and Runtime value to the proposed version upgrade of the existing EMS in Data Center Pasay H.O.</p> <p>14. The winning bidder shall deliver and install the UPS in the designated area, location, rooms and racks. The UPS shall be tested for operational compatibility to the circuit breaker ampere and voltage rating.</p> <p>15. The winning bidder shall provide one hundred fifty eight (158) licenses for all SNMP and/or Bacnet and/or Modbus equipment to be installed and connected to the EMS Software.</p>	
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A.6 PRODUCT WARRANTY

Product Warranty	Statement of Compliance
<p>1. The winning bidder shall provide three (3) years warranty on all labor and parts free of charges.</p> <p>2. The warranty must include immediate replacement of the whole unit if any part of the unit becomes defective three (3) times within the first year of the warranty period.</p> <p>3. The winning bidder must provide three (3) years software warranty which includes but not limited to software version upgrades and patches.</p> <p>All warranty obligations shall commence upon issuance of the Certificate of Completion and Final Acceptance.</p>	

A.7 MAINTENANCE AND TECHNICAL SUPPORT

Maintenance and Technical Support	Statement of Compliance
<ol style="list-style-type: none">1. The winning bidder must have locally available certified, qualified and experienced personnel to provide technical support during the warranty period. (Please refer to Section E.1, no. 2 of the Project Management Methodology)2. The winning bidder must provide twelve (12) hours a day and six (6) days a week (Monday to Saturday) technical support.3. Technical support response and resolution time are as follows:<ul style="list-style-type: none">• Within One (1) hour for phone support;• For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days in GSIS Home Office; three (3) business days for Branch Offices and five (5) business days for Extension Offices.• When the hardware cannot be repaired onsite due to extraordinary difficulties and needs to be pulled-out, the project contractor must provide service unit during the maintenance period.4. The winning bidder must provide annual preventive maintenance services on all delivered equipment free of any charge during the warranty period.5. The winning bidder shall provide all levels of support from configuration of the EMS software through Original Equipment Manufacturer (OEM) provided Management Information Base (MIB) files, reconfiguration of the EMS software, upgrading of the EMS software, or any similar tweaks that may require additional onsite/offsite support at no cost to GSIS.6. The winning bidder shall provide professional consultancy which may cover onsite/offsite that will involve the operation of the EMS software at no cost to GSIS.7. The winning bidder shall provide within the duration of warranty all updates which includes onsite/offsite updates, firmware updates (for all hardware equipment), and other related changes to the supplied software at no cost to GSIS8. The winning bidder must provide support and problem escalation procedures.	

A.8 TECHNOLOGY TRANSFER

Technology Transfer	Statement of Compliance
<ol style="list-style-type: none">1. The winning bidder shall provide the necessary technical and user's orientation and/or transfer of technology to the GSIS Information Technology Services Group on the operation and maintenance of the delivered goods to include but not limited:<ul style="list-style-type: none">• At least two (2) personnel on Installation and Configuration on the upgrade of existing EMS; and• At least ten (10) personnel on operations and management of EMS.2. The winning bidder shall provide installation, configuration and operation manuals in hard and soft copies.	

A.9 DOCUMENTATION

Documentation	Statement of Compliance
<ol style="list-style-type: none">1. The winning bidder shall submit a detailed project management plan composed of but not limited to implementation plan, delivery schedule, personnel list and training schedule.2. The winning bidder shall provide a complete documentation for every deliverables at every end of each development stage and milestone. The procuring entity shall own all documents and shall reserve the right to reproduce at no additional cost. The documentation shall be written in English of durable construction with concise and high quality presentation to include but not limited to the following:<ul style="list-style-type: none">• Information Systems about the project• User Manuals/Technical /Reference Manuals• System/Operation Manuals/Troubleshooting and Installation Guides3. The winning bidder shall submit all electrical layout and design "As Built Plan" signed by a Licensed Electrical Engineer4. All documentation shall be in Microsoft Word(.doc) and Adobe Acrobat(.pdf) format.	

B. PROJECT MANAGEMENT CONTROL PLAN/GUIDELINES

B.1 PROJECT MANAGEMENT METHODOLOGY

Project Management Methodology	Statement of Compliance
<p>1. Project direction shall be done by GSIS. All technical designs, specifications, or recommendations shall be subject to review and approval by the GSIS. Should there be any disagreement the GSIS shall have the final say on the matter.</p> <p>The Vendor shall provide the following plans to ensure that service delivery is according to standard in data centre facilities implementation. GSIS reserves the right to review and approve these plans. The Vendor is also required to submit weekly status reports showing progress against project plan.</p> <ul style="list-style-type: none">✓ Project Management Plan✓ Implementation Plan✓ Testing Plan✓ Training Plan <p>The Vendor shall specify in the Project Management Plan a complete schedule of activities including periodic review of project deliverables, progress and status.</p> <p>2. The Vendor shall provide the following Professional Services:</p> <ul style="list-style-type: none">✓ Project Manager – three (3) years experienced in handling similar projects; a duly licensed engineer of any background is recommended but not required;✓ Supervisor/Foreman – three (3) years experienced in handling similar projects;✓ Professional Electrical Engineer - duly licensed by PRC with three (3) years experienced in handling similar projects and shall sign the “as-built plan. <p>Resumes of the Project Manager, Supervisor/Foreman, and Professional Electrical Engineer must be submitted thirty days (30) upon receipt of the Notice to Proceed (NTP) indicating employment history and projects handled. Handled projects shall be validated with companies provided to ensure expertise.</p> <p>GSIS reserves the right to interview, approve and change</p>	

<p>personnel assignment of the Project Team.</p> <p>Once the contract has been awarded, no replacement shall be allowed except for justifiable reasons. In case of non-compliance, a penalty shall be applied as defined in the contract.</p> <p>3. GSIS shall only communicate with the service provider. It is the sole responsibility of the service provider to communicate with all of their partners to any concern/s of the GSIS in relation with the implementation of the project.</p>	
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B.2 AGENCY COUNTERPART RESOURCES

Agency Counterpart Resources	Statement of Compliance
<p>GSIS-ITSG will provide the scope on the usage of the resources to be available to project contractor. These will include the following:</p> <ol style="list-style-type: none"> 1. Information - GSIS-ITSG shall provide the necessary data needed including but not limited to technical specifications of the items to be delivered; branch complete postal address, contact number and authorized representative/s; branch building layout; and branch specific conditions and concerns pertaining to their operation. 2. Personnel – GSIS-ITSG shall submit the authorized representatives as per approval from all affected functional groups, offices and departments. 3. Facilities- GSIS-ITSG shall include in this TOR the current facilities present in all the target branches to serve as reference for planning purposes. Also, GSIS-ITSG shall provide any additional information excluded from the initial list, provided that the said information is available within the knowledge of GSIS. It should be properly requested through official letter address to GSIS. In the event that the required information is not available, the winning bidder shall result to submit formal recommendation to GSIS to prevent any delay in the project completion. 4. Local Services – GSIS-ITSG shall coordinate with the winning bidder any local services available within the city and/or nearby city of the concern branch through the branch manager and/or authorized branch representative if the winning bidder does not have available personnel in the area upon submission of official request to the project manager. 	

B.3 SITE PREPARATION

Site Preparation	Statement of Compliance
<ol style="list-style-type: none">1. Site preparation to all of the GSIS Branches and extension offices shall be performed by the winning bidder. The development area shall be located in the branch.2. All deliverable goods and infrastructure shall be placed at the IT/IDF/Server/Computer room as stated in the branch addresses. <p><i>Note:</i> The PDF file format of the branch building layout that shows the actual size and schematics of the IT/IDF Rooms will be provided only to the winning bidder.</p>	

B.4 INSTALLATION AND DELIVERY

Installation and Delivery	Statement of Compliance
<ol style="list-style-type: none">1. The Vendor shall comply with the two hundred ten (210) calendar days completion period upon receipt of the Notice to Proceed (NTP).2. The Vendor shall guarantee the delivery of the products/solutions within the specified period and location of delivery.3. The Vendor shall bear the expenses of all travel cost on the delivery of goods, installation of all the deliverables and conduction of trainings.	

C. OTHER REQUIREMENT

Other Requirement	Statement of Compliance
The vendor must be a manufacturer or an authorized reseller/distributor of the goods to be supplied, excluding Cable IQ Qualification Tester and Vertical and Horizontal Power Distribution Unit (PDU), at the time of Bid Opening.	

LIST OF ANNEXES

Annex A – List of GSIS Big, Medium and Small Category Branches

Annex B – List of GSIS Extension Offices

Annex C – List of IDF Rooms in GSIS Pasay Head Office

Annex D – List of GSIS Branch for the Delivery and Installation of Network Rack

Annex E – List of GSIS Extension Offices for the Delivery and
Installation of Quarter Size Server Rack

Annex F – List of GSIS Branches for the Delivery and Installation of
Vertical Install Power Distribution Unit (PDU)

Annex G – List of GSIS Extension Offices for the Delivery and
Installation of Horizontal Install Power Distribution Unit (PDU)

Annex H – Table of Deliverables

Annex I – Single Line Design/Layout

Annex J – Building Layout for the 24 GSIS Owned Branches

Annex K – List of 24 GSIS Owned Branches

Annex L – Testing Guidelines for the Installation and Configuration of the Proposed EMS
Software and Integration of the Environmental Facilities for Deployment

ANNEXES

(IT Branch Facilities Improvement and Monitoring Project)

ANNEX A

LIST OF GSIS BIG, MEDIUM AND SMALL CATEGORY BRANCHES

1. Bacolod - Big

Araneta St., Brgy. Tangub, Bacolod City
Tel: (034) 444-0981
Fax: (034) 444-0982
Branch Head: Vilma L. Fuentes
email: mvlfuentes@gsis.gov.ph

2. Baguio - Medium

3F EDY Bldg., 143 Kisad Road, Baguio City, 2600
Tel: (074) 446-8060
Fax: (074) 446-8060
Territorial Coverage: Provinces of Benguet and Mountain Province
Branch Head: Isagani E. Del Rosario
email: iedelrosario@gsis.gov.ph

3. Bataan - Small

San Ramon, Dinalupihan, Bataan, 2110
Tel: (047) 636-1482 / (047) 636-1481
Territorial Coverage: Province of Bataan
Branch Head: Purisima Sta Isabel
email: pasisabel@gsis.gov.ph

4. Batangas - Big

Alangilan, Batangas City, 4200
Tel: (043) 723-4345 / (043) 723-4123
Fax: (043) 723-4345 / (043) 723-4123
Territorial Coverage: Province of Batangas and Romblon
Branch Head: Celeste E. Ferreras
email: ceferreras@gsis.gov.ph

5. Bayombong - Small

Dumlao Stadium, Clisoc Field, Bayombong, Nueva Vizcaya, 3700
Tel: (078) 805-3614
Fax: (078) 805-3512
Territorial Coverage: Nueva Vizcaya, Ifugao, Quirino
Branch Head: Maybelle B. Chommog
email: mbchommog@gsis.gov.ph

6. Bohol - Small

2nd Flr., DBP Bldg., CPG North Ave., Tagbilaran City
Tel: (038) 235-5208; (038) 501-0579
Fax: (038) 235-5208
Branch Head: Grace P. Rada
email: gprada@gsis.gov.ph

- 7. Bulacan - Medium**
The Cabanas, Km44-45, Longos, Malolos City, Bulacan
Tel: 859-0213
Territorial Coverage: Bulacan Province
Branch Head: Maria Carmencita M. Ong
email: cmong@gsis.gov.ph
- 8. Butuan - Small**
Libertad, Butuan City
Tel: (085) 341-5029
Fax: (085) 342-1650
Branch Head: Belen E. Talita
email: betalita@gsis.gov.ph
- 9. Cabanatuan - Big**
NFA Compound, Maharlika Highway, Cabanatuan City, Neuva Ecija, 3100
Tel: (044) 463-0572
Fax: (044) 463-0573
Territorial Coverage: Province of Nueva Ecija and Aurora
Branch Head: Araceli Santos
email: aasantos@gsis.gov.ph
- 10. Cagayan de Oro - Medium**
Carmen, Cagayan De Oro City
Tel/Fax: (088) 858-5818
Branch Head: Ma. Cecilia G. Vega
email: mcgvega@gsis.gov.ph
- 11. Catbalogan - Small**
Del Rosario St., Catbalogan, Samar
Tel/Fax: (055) 251-5496
Branch Head: Rene C. Cinco
email: rccinco@gsis.gov.ph
- 12. Cauayan - Medium**
Tagaran, Cauayan City, Isabela
Tel: (078) 652-1127
Fax: (078) 652-1042
Territorial Coverage: Isabela
Branch Head: Mabel de Guzman
email: madguzman@gsis.gov.ph
- 13. Cebu - Big**
Leon Kilat St., Cebu City, 6000
Tel: (032) 253-2940; (032) 256-1350
Fax: (032) 253-2940
Branch Head: Ma. Fatima R. Alvarez
email: mfralvarez@gsis.gov.ph
- 14. Cotabato - Small**
Gov. Gutierrez Ave., Cotabato City, 9600
Tel: (064) 421-1168
Fax: (064) 421-3215
Branch Head: Rosalinda G. Mendoza
email: rgmendoza@gsis.gov.ph

15. Dagupan - Big

PNR Site, Mayombo Dist., Dagupan City, Pangasinan 2400
Tel: (075) 522-0436; (075) 523-7511
Fax: (075) 523-7511
Branch Head: Joselito C. Roldan Sr.
email: jcrolدان@gsis.gov.ph

16. Davao - Big

McArthur Highway, Matina, Davao City, 8000
Tel: (082) 296-2431
Fax: (082) 299-0141
Branch Head: Bai Cerynea B. Aquino
email: bcbaquino@gsis.gov.ph

17. Dipolog - Medium

Minaog, Dipolog City 7100
Tel/Fax: (065) 212-2308
Branch Head: Willa G. Mangubat
email: wgmangubat@gsis.gov.ph

18. Dumaguete - Medium

National North Road, Dumaguete City, 6200
Tel: (035) 225-0370; (035) 422-4032
Fax: (035) 225-0370
Branch Head: Mercedes VP Enriquez
email: mvpенriquez@gsis.gov.ph

19. General Santos - Big

LLIDO Bldg., Santiago Blvd., Gen. Santos City, 9500
Tel: (083) 301-7065
Fax: (083) 301-6213
Branch Head: Deity U. Manampan
email: dumanampan@gsis.gov.ph

20. Iligan - Medium

YIMA Bldg. Badelles St., Iligan City, 9200, Lanao Del Norte
Tel: (063) 221-8698
Fax: (063) 221-8020
Branch Head: Alexis D. Arumpac
email: adarumpac@gsis.gov.ph

21. Iloilo - Big

Cor. Sto. Rosario and Zamora Sts., Iloilo City
Tel: (033) 335-0638
Fax: (033) 337-4308
Branch Head: Eleanor D. Gregorio
email: edgregorio@gsis.gov.ph

22. Kidapawan - Small

1st floor, Dimaano Building, National Highway, Kidapawan City
Tel/Fax: (064) 288-5111
Branch Head: Sonia B. Gutierrez
email: sbgutierrez@gsis.gov.ph

23. La Union - Small

Bugayong Bldg., Quezon Ave., Brgy. Catbangan, San Fernando City, La Union, 2500
Tel/Fax: (072) 242-6893
Territorial Coverage: Provinces of La Union and Abra
Branch Head: Quintin S. Banez
email: qsbanez@gsis.gov.ph

24. Laguna - Big

Barangay Binan, Pagsanjan, Laguna ,4008
Tel/Fax: (049) 5016955
Territorial Coverage: Laguna
Branch Head: Ireen I. Dimaano
email: iidimaano@gsis.gov.ph

25. Laoag - Medium

Brgy. 23, P. Paterno St., Laoag City, 2900
Tel: (077) 772-0053
Territorial Coverage: Laoag, Ilocos Norte, Vigan and Candon, Ilocos Sur
Acting Branch Head: Isagani E. Del Rosario
email: iedelrosario@gsis.gov.ph

26. Legazpi - Medium

Alternate Rd, Bitano, Legazpi City
Tel: (052) 480-4685
Territorial Coverage: Province of Albay, Legazpi City, Ligao City, Tabaco City
Branch Head: Joel R. Defeo
email: jrdefeo@gsis.gov.ph

27. Lucena - Medium

GSIS Bldg., Maharalika Highway, Bgy. Isabang, Lucena City, 4301
Tel: (042) 710-7772 / (042) 373-6358
Territorial Coverage: Province of Quezon
Branch Head: Marivel B. Peraz-Corpuz
email: mbperazcorpuz@gsis.gov.ph

28. Maasin - Small

Servacio Building, R. Kangleon Street, Brgy. Mantahan, Maasin City, Southern Leyte
Tel: (053) 381-3786 & 570-8011
Fax: (053) 381-3786
Branch Head: Igmidio F. Ponay Jr.
email: ifponay@gsis.gov.ph

29. Malaybalay - Small

Onda Bldg. Sayre Highway, Casisang, Malaybalay City, 8700, Bukidnon
Tel/Fax: (088) 813-4711
Branch Head: Erwin E. Casicas
email: eecasicas@gsis.gov.ph

30. Naga - Big

Del Rosario, Naga City, 4400
Tel: (054) 472-1250
Territorial Coverage: Camarines Sur, Camarines Norte, Naga City
Branch Head: Josefina B. Abao
email: jbabao@gsis.gov.ph

31. Pagadian - Medium

Pajares Avenue, Pagadian City, 7016
Tel: (062) 214-4477
Fax: (062) 214-4475
Branch Head: Leoncito S. Manuel
email: lsmanuel@gsis.gov.ph

32. Palawan – Small

National Highway, Bgy San Miguel, Puerto Princesa City
Tel: (048) 433-2579
Fax: (048) 433-6826
Branch Head: Marina J. Ignacio
email: mjignacio@gsis.gov.ph

33. Pampanga - Medium

Sindalan, San Fernando, Pampanga, 2000
Tel: (045) 455-1261
Territorial Coverage: Province of Pampanga
Branch Head: Roberto L. Meneses
email: rlmeneses@gsis.gov.ph

34. Pasig – Central Office

Upper Ground Floor, JNCV Bldg., Pasig Blvd. cor Rosemary Lane, Pasig City 1600
Tel: (02) 859-0218
Branch Head: Ms. Lolita M. Pureza
email: lpureza@gsis.gov.ph

35. Quezon City – Central Office

M. Geronimo Building, No. 746 Mindanao Ave., Tandang Sora, Quezon City
Tel: (02) 859-0265
Branch Head: Atty. Jason C. Teng
email: jcteng@gsis.gov.ph

36. Roxas - Small

A. Belo St., Roxas City
Tel: (036) 621 2018
Fax: (036) 621 3127
Branch Head: Glorietta B. Dublas
email: gbdublas@gsis.gov.ph

37. Sorsogon - Small

Flores St., Capitol Compund, Sorsogon City
Tel: (056) 421-5279
Branch Head: Leon Ma E. Fajardo
email: lmefajardo@gsis.gov.ph

38. Surigao - Small

Ground Floor, Parkway Building, National Highway, Surigao City 8400
Tel: (086) 8269113
Branch Head: Eldie P. Lozarie
email: eplozarie@gsis.gov.ph

39. Tacloban - Big

Marasbaras, Tacloban City, Leyte
Tel/Fax: (053) 323-2506

Branch Head: Sol A. Orcullo
email: saorcullo@gsis.gov.ph

40. Tagum - Medium

Sobrecarey St., Tagum City
Tel/Fax: (084) 218-4954
Branch Head: Marciana M. Bata
email: mmbata@gsis.gov.ph

41. Tarlac - Small

Urquico Oval, San Roque, Tarlac City
Tel: (045) 982-9866
Territorial Coverage: Province of Tarlac
Branch Head: Arlene M. Villanueva
email: amvillanueva@gsis.gov.ph

42. Tuguegarao - Medium

Carig, Tuguegarao City, Cagayan, 3500
Tel: (078) 396-0650 (1st Floor), (078) 396-0673 (2nd Floor)
Fax: (078) 304-9394
Territorial Coverage: Cagayan, Kalinga, Apayao, and some agencies under Batanes
Branch Head: Eden P. Seno
email: epseno@gsis.gov.ph

43. Zamboanga - Medium

Moret Field, Baliwasan, Zamboanga City, 7000
Tel: (062) 991-1566
Fax: (062) 991-1258
Branch Head: Eddie A. Cruz
email: eacruz@gsis.gov.ph

ANNEX B
LIST OF GSIS EXTENSION OFFICES

- 1. Antique – Extension Office**
G/F AML Bldg. cor. Dalipe-Atabay Sts.,
San Jose, Antique
Tel: (036) 540 9596
Branch Head: Leo Frigillano
email: lffrigillano@gsis.gov.ph
- 2. AKLAN – Extension Office**
Leyson-Escalona Bldg., Roxas Ave. Ext.,
Brgy. Andagao, Kalibo, Aklan
Tel. No.: (036) 268 9379
- 3. Basilan – Extension Office**
Valderosa St., Isabela City, 7300
Tel: (062) 200-3176
Branch Head: Luisito Sabado
email: luitsabado@gsis.gov.ph
- 4. Boac – Extension Office**
R.E.B. Abetria Bldg. Santol, Boac, Marinduque, 4900
Tel: (042) 332-2460
Territorial Coverage: Marinduque
Branch Head: Eleanor Espina
email: ecespina@gsis.gov.ph
- 5. Borongan – Extension Office**
JRC Bldg. Brgy. Songco, Borongan, Eastern Samar
Tel/Fax: (055) 261-3522
Branch Head: John Vianney G. Ocana
email: jvdocana@gsis.gov.ph
- 6. Calapan – Extension Office**
Lalud, Calapan City, Oriental Mindoro, 5200
Tel: (043) 288-2491
Territorial Coverage: Oriental Mindoro
Branch Head: Shirley Duhan
email: srduhan@gsis.gov.ph
- 7. Catarman – Extension Office**
J. P. Rizal St., Catarman, Northern Samar
Tel/Fax: (055) 251-8519
Branch Head: Hector B. Uy
email: hbuy@gsis.gov.ph

8. Iba – Extension Office

PEO Compound, Sitio Balili, Bgy Palanginan, Iba, Zambales, 2201

Tel: (047) 811-3101

Territorial Coverage: Province of Zambales

9. Mamburao – Extension Office

Rizal St., Bgy 1, Mamburao, Occidental Mindoro, 5106

Tel/Fax: (043) 711-1943

Territorial Coverage: Province of Occidental Mindoro

Branch Head: Miller B. Masicat

email: mbmasicat@gsis.gov.ph

10. Masbate – Extension Office

Capitol Compound, Masbate City

Cellphone no: (0939)583-4538

Territorial Coverage: Province of Masbate, Masbate City

Branch Head: Jenny R. Marifosque

email: jrmarifosque@gsis.gov.ph

11. Ormoc – Extension Office

Stall #105, Ormoc City Superdome, Ormoc City, 6541

Tel/Fax: (053) 255-7901

Branch Head: Mark Leo C. Tabao

email: mlctabao@gsis.gov.ph

12. Tandag – Extension Office

Capitol Rd., Brgy. Telaje, Tandag, Surigao Del Sur

Tel: (086) 211-4423

Fax: (086) 211-4484

13. Virac – Extension Office

Capitol Compoundd, Virac, Catanduanes

Tel: (052)811-1212

Office cell phone (0928)836-6564

Territorial Coverage: Province of Catanduanes

Branch Head: Johnson V. Dating

email: jvdating@gsis.gov.ph

ANNEX C

LIST OF IDF ROOMS IN GSIS PASAY HEAD OFFICE

Quantity		IDF Room	Location
3 kVA	1 kVA		
	1	Motorpool	Level 1
	1	GYM	
	1	IDF 20	
	1	Museum	Level 2
1		Segment 1	
1		Segment 4	
3		1	Level 3
3		2	
3		3	
3		4	
3		5	
6		6	
1		Core G Conference Hall	
3		7	Level 4
3		8	
3		9	
4		10	
5		11	
	1	Core G	
1		13	Level 5
2		14	
	1	Core G	
1		15	Level 6
1		16	
1		17	
2		18	Level 7
3		19	
	1	Narra Room	Level 8
Total 53	Total 7		

ANNEX D
LIST OF G SIS BRANCH FOR THE DELIVERY AND INSTALLATION OF
NETWORK RACK

1. **Baguio - Medium**
3F EDY Bldg., 143 Kisad Road, Baguio City, 2600
Tel: (074) 446-8060
Fax: (074) 446-8060
Territorial Coverage: Provinces of Benguet and Mountain Province
Branch Head: Isagani E. Del Rosario
email: iedelrosario@gsis.gov.ph
2. **Bayombong - Small**
Dumlao Stadium, Clisoc Field, Bayombong, Nueva Vizcaya, 3700
Tel: (078) 805-3614
Fax: (078) 805-3512
Territorial Coverage: Nueva Vizcaya, Ifugao, Quirino
Branch Head: Maybelle B. Chommog
email: mbchommog@gsis.gov.ph
3. **Bohol - Small**
2nd Flr., DBP Bldg., CPG North Ave., Tagbilaran City
Tel: (038) 235-5208; (038) 501-0579
Fax: (038) 235-5208
Branch Head: Grace P. Rada
email: gprada@gsis.gov.ph
4. **Dipolog - Medium**
Minaog, Dipolog City 7100
Tel/Fax: (065) 212-2308
Branch Head: Willa G. Mangubat
email: wgmangubat@gsis.gov.ph
5. **Dumaguete - Medium**
National North Road, Dumaguete City, 6200
Tel: (035) 225-0370; (035) 422-4032
Fax: (035) 225-0370
Branch Head: Mercedes VP Enriquez
email: mvpierrez@gsis.gov.ph
6. **Kidapawan - Small**
1st floor, Dimaano Building, National Highway, Kidapawan City
Tel/Fax: (064) 288-5111
Branch Head: Sonia B. Gutierrez
email: sbgutierrez@gsis.gov.ph

7. **Lucena - Medium**

GSIS Bldg., Maharlika Highway, Bgy. Isabang, Lucena City, 4301

Tel: (042) 710-7772 / (042) 373-6358

Territorial Coverage: Province of Quezon

Branch Head: Marivel B. Peraz-Corpuz

email: mbperazcorpuz@gsis.gov.ph

8. **Maasin - Small**

Servacio Building, R. Kangleon Street, Brgy. Mantahan, Maasin City, Southern Leyte

Tel: (053) 381-3786 & 570-8011

Fax: (053) 381-3786

Branch Head: Igmidio F. Ponay Jr.

email: ifponay@gsis.gov.ph

ANNEX E
**LIST OF G SIS EXTENSION OFFICES FOR THE DELIVERY AND
INSTALLATION OF QUARTER SIZE SERVER RACK**

1. **Antique – Extension Office**
G/F AML Bldg. cor. Dalipe-Atabay Sts.,
San Jose, Antique
Tel: (036) 540 9596
Branch Head: Leo Frigillano
email: lffrigillano@gsis.gov.ph
2. **Borongan – Extension Office**
JRC Bldg. Brgy. Songco, Borongan, Eastern Samar
Tel/Fax: (055) 261-3522
Branch Head: John Vianney G. Ocana
email: jvdocana@gsis.gov.ph
3. **Catarman – Extension Office**
J. P. Rizal St., Catarman, Northern Samar
Tel/Fax: (055) 251-8519
Branch Head: Hector B. Uy
email: hbuy@gsis.gov.ph
4. **Ormoc – Extension Office**
Stall #105, Ormoc City Superdome, Ormoc City, 6541
Tel/Fax: (053) 255-7901
Branch Head: Mark Leo C. Tabao
email: mlctabao@gsis.gov.ph

ANNEX F
LIST OF G SIS BRANCHES FOR THE DELIVERY AND INSTALLATION OF
VERTICAL INSTALL POWER DISTRIBUTION UNIT (PDU)

1. Baguio – Medium

3F EDY Bldg., 143 Kisad Road, Baguio City, 2600

Tel: (074) 446-8060

Fax: (074) 446-8060

Territorial Coverage: Provinces of Benguet and Mountain Province

Branch Head: Isagani E. Del Rosario

email: iedelrosario@gsis.gov.ph

2. Bataan – Small

San Ramon, Dinalupihan, Bataan, 2110

Tel: (047) 636-1482 / (047) 636-1481

Territorial Coverage: Province of Bataan

Branch Head: Purisima Sta Isabel

email: pasisabel@gsis.gov.ph

3. Bayombong – Small

Dumlao Stadium, Clisoc Field, Bayombong, Nueva Vizcaya, 3700

Tel: (078) 805-3614

Fax: (078) 805-3512

Territorial Coverage: Nueva Vizcaya, Ifugao, Quirino

Branch Head: Maybelle B. Chommog

email: mbchommog@gsis.gov.ph

4. Bohol – Small

2nd Flr., DBP Bldg., CPG North Ave., Tagbilaran City

Tel: (038) 235-5208; (038) 501-0579

Fax: (038) 235-5208

Branch Head: Grace P. Rada

email: gprada@gsis.gov.ph

5. Cabanatuan – Big

NFA Compound, Maharlika Highway, Cabanatuan City, Nueva Ecija, 3100

Tel: (044) 463-0572

Fax: (044) 463-0573

Territorial Coverage: Province of Nueva Ecija and Aurora

Branch Head: Araceli Santos

email: aasantos@gsis.gov.ph

6. Dipolog – Medium

Minaog, Dipolog City 7100

Tel/Fax: (065) 212-2308

Branch Head: Willa G. Mangubat

email: wgmangubat@gsis.gov.ph

7. Dumaguete – Medium

National North Road, Dumaguete City, 6200
Tel: (035) 225-0370; (035) 422-4032
Fax: (035) 225-0370
Branch Head: Mercedes VP Enriquez
email: mypenriquez@gsis.gov.ph

8. Kidapawan – Small

1st floor, Dimaano Building, National Highway, Kidapawan City
Tel/Fax: (064) 288-5111
Branch Head: Sonia B. Gutierrez
email: sbgutierrez@gsis.gov.ph

9. Lucena – Medium

GSIS Bldg., Maharlika Highway, Bgy. Isabang, Lucena City, 4301
Tel: (042) 710-7772 / (042) 373-6358
Territorial Coverage: Province of Quezon
Branch Head: Marivel B. Peraz-Corpuz
email: mbperazcorpuz@gsis.gov.ph

10. Maasin – Small

Servacio Building, R. Kangleon Street, Brgy. Mantahan, Maasin City, Southern Leyte
Tel: (053) 381-3786 & 570-8011
Fax: (053) 381-3786
Branch Head: Igmidio F. Ponay Jr.
email: ifponay@gsis.gov.ph

11. Quezon City – Central Office

M. Geronimo Building, No. 746 Mindanao Ave.,
Tandang Sora, Quezon City
Tel: (02) 859-0265
Branch Head: Atty. Jason C. Teng
email: jcteng@gsis.gov.ph

12. Data Center, Pasay Head Office – 4 Units

ANNEX G
LIST OF G SIS EXTENSION OFFICES FOR THE DELIVERY AND
INSTALLATION OF HORIZONTAL INSTALL POWER DISTRIBUTION UNIT
(PDU)

- 1. Antique – Extension Office**
G/F AML Bldg. cor. Dalipe-Atabay Sts.,
San Jose, Antique
Tel: (036) 540 9596
Branch Head: Leo Frigillano
email: lffrigillano@gsis.gov.ph
- 2. Boac – Extension Office**
R.E.B. Abetria Bldg. Santol, Boac, Marinduque, 4900
Tel: (042) 332-2460
Territorial Coverage: Marinduque
Branch Head: Eleanor Espina
email: ecespina@gsis.gov.ph
- 3. Borongan – Extension Office**
JRC Bldg. Brgy. Songco, Borongan, Eastern Samar
Tel/Fax: (055) 261-3522
Branch Head: John Vianney G. Ocana
email: jvdocana@gsis.gov.ph
- 4. Calapan – Extension Office**
Lalud, Calapan City, Oriental Mindoro, 5200
Tel: (043) 288-2491
Territorial Coverage: Oriental Mindoro
Branch Head: Shirley Duhan
email: srduhan@gsis.gov.ph
- 5. Catarman – Extension Office**
J. P. Rizal St., Catarman, Northern Samar
Tel/Fax: (055) 251-8519
Branch Head: Hector B. Uy
email: hbuy@gsis.gov.ph
- 6. Iba – Extension Office**
PEO Compound, Sitio Balili, Bgy Palanginan, Iba, Zambales, 2201
Tel: (047) 811-3101
Territorial Coverage: Province of Zambales
- 7. Mamburao – Extension Office**
Rizal St., Bgy 1, Mamburao, Occidental Mindoro, 5106
Tel/Fax: (043) 711-1943
Territorial Coverage: Province of Occidental Mindoro
Branch Head: Miller B. Masicat
email: mbmasicat@gsis.gov.ph

8. Ormoc – Extension Office

Stall #105, Ormoc City Superdome, Ormoc City, 6541

Tel/Fax: (053) 255-7901

Branch Head: Mark Leo C. Tabao

email: mlctabao@gsis.gov.ph

9. Virac – Extension Office

Capitol Compoundd, Virac, Catanduanes

Tel: (052)811-1212

Office cell phone (0928)836-6564

Territorial Coverage: Province of Catanduanes

Branch Head: Johnson V. Dating

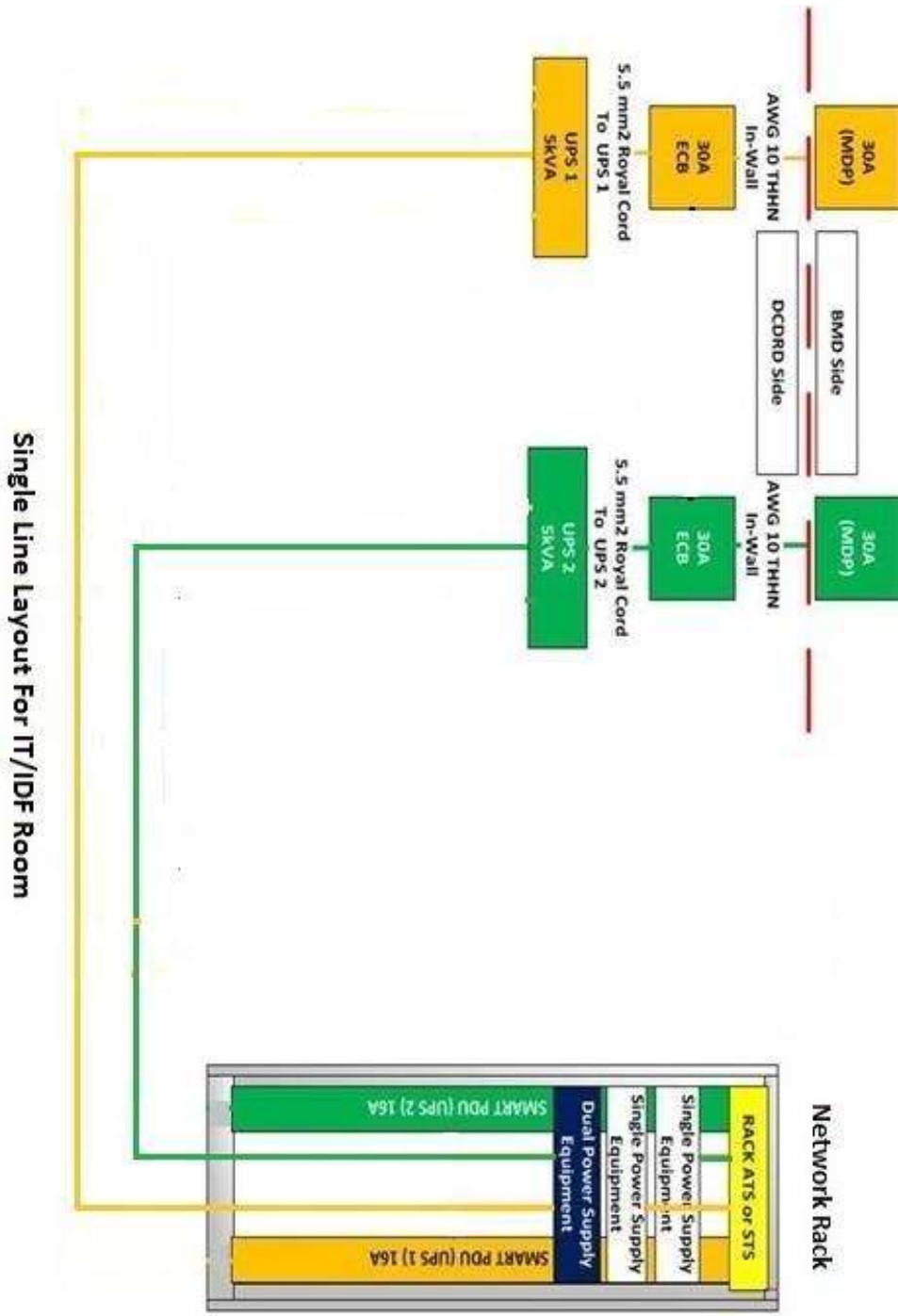
email: jvdating@gsis.gov.ph

ANNEX H – TABLE OF DELIVERABLES

IT Branch Facilities Improvement and Monitoring Project		
1	Ambient Temperature and Humidity Sensors	43
2	Environment Monitoring for Network Closet	43
3	UPS 5.0kVA	42
4	UPS 3.0kVA	53
5	UPS 1.0kVA	20
6	Network Rack	8
7	Quarter Rack	4
8	Standard Vertical PDU	15
9	1U Horizontal PDU	9
10	Server Tray or Rack Shelves	20
11	Blanking Panel	56
12	Software Upgrade of the Existing Environmental Monitoring System (EMS) – Struxureware Central v7.0	1 lot
13	Cable IQ Qualification Tester	1

ANNEX I

SINGLE LINE DESIGN/LAYOUT

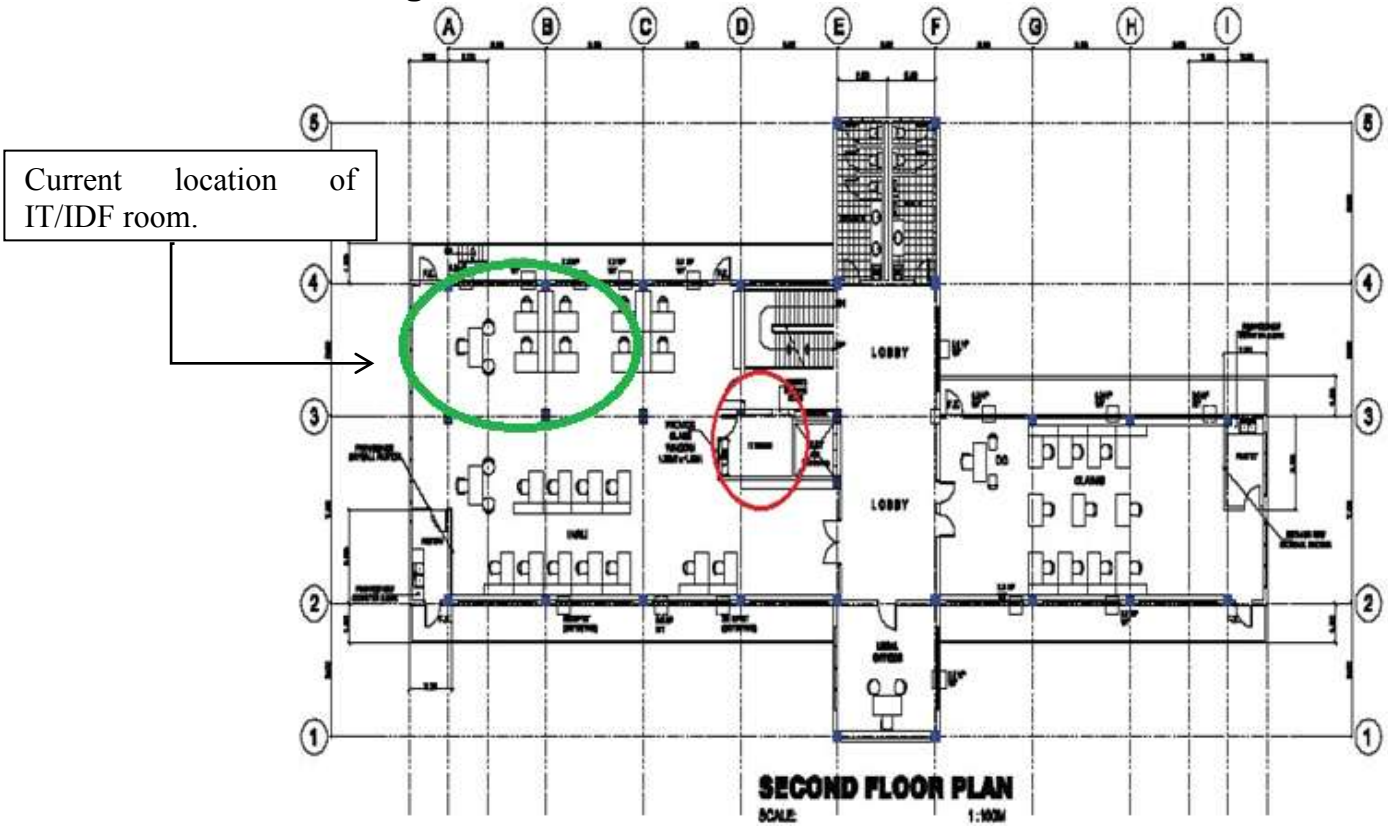


ANNEX J

BUILDING LAYOUT FOR THE 24 GSIS OWNED BRANCHES

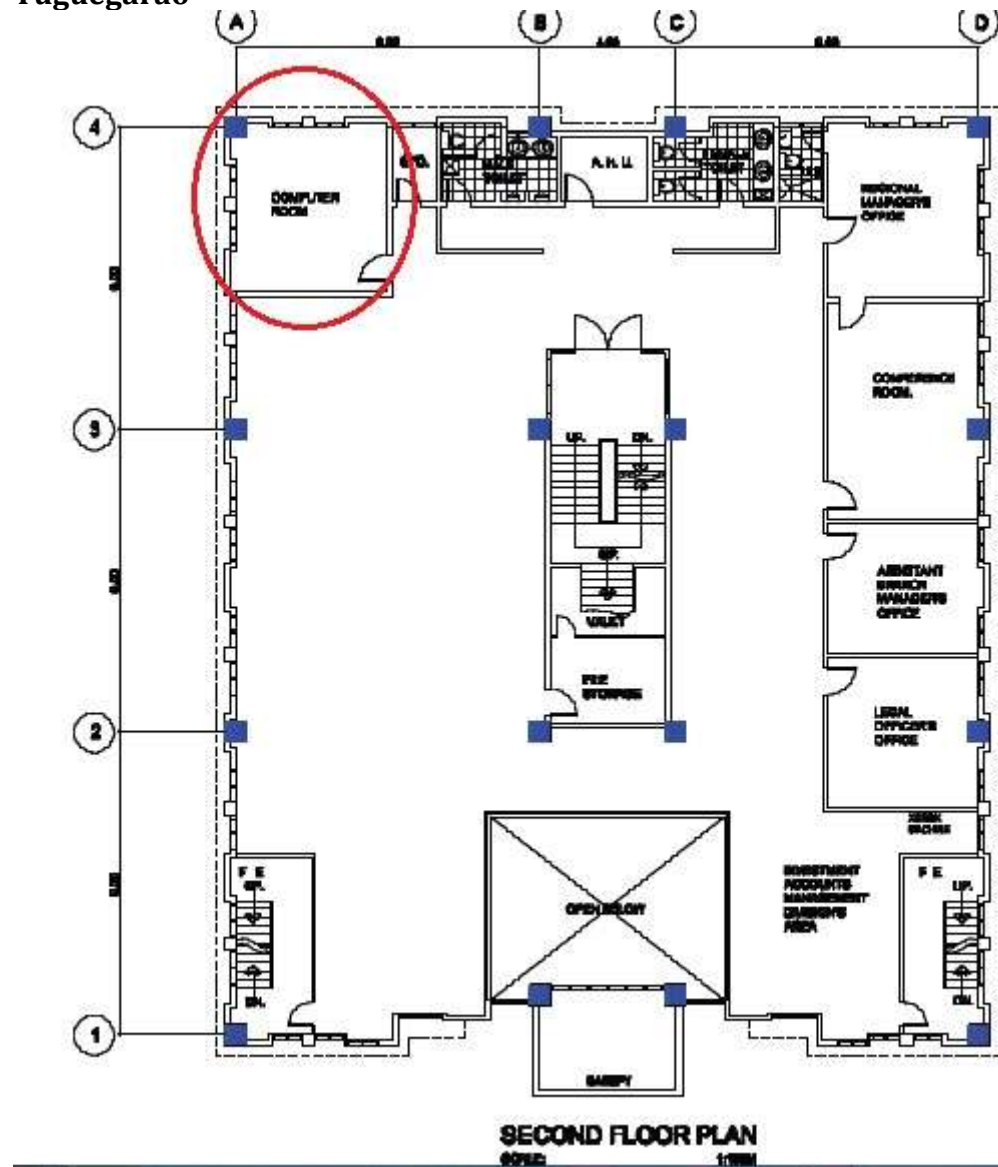
(Building Layout and IDF Room Locations may be subject to change)

1. Laoag

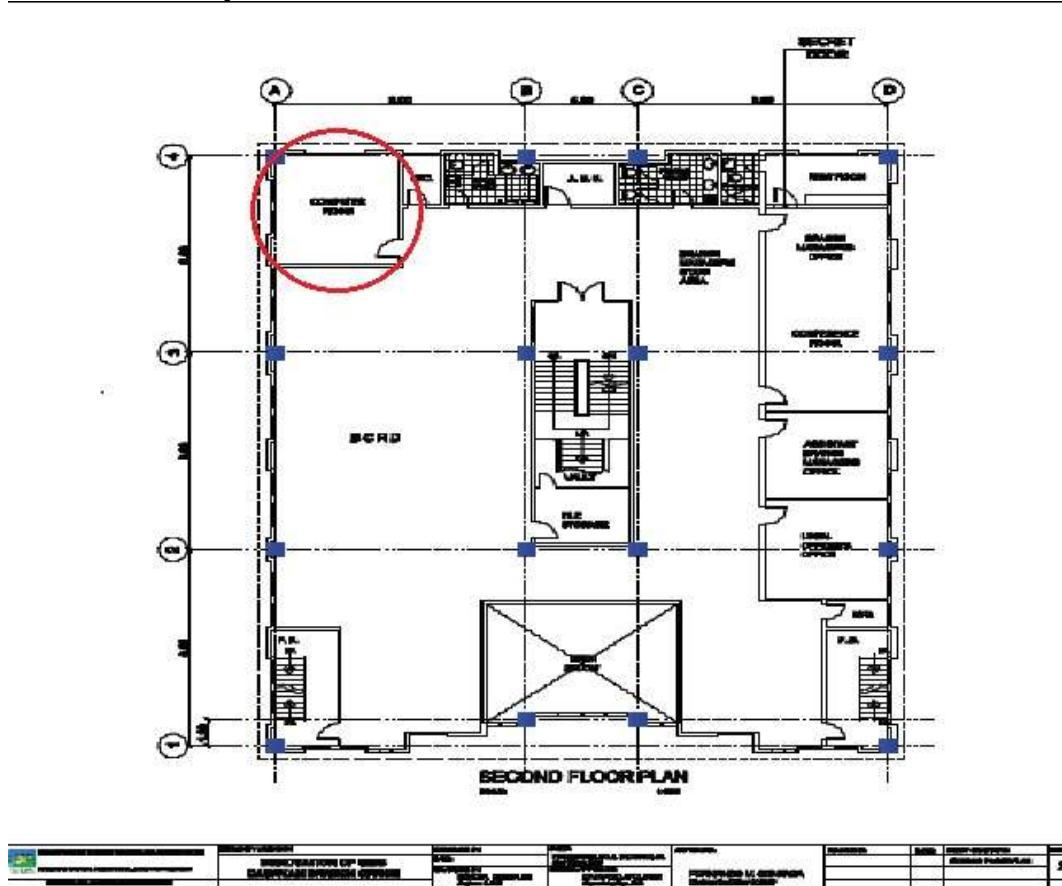


GOVERNMENT SERVICE INSURANCE SYSTEM REVENUE, SERVICE, AND OTHER TAXES BUILDING AND MAINTENANCE DEPARTMENT	PROJECT TITLE	SHEET CONTENT	PREPARED BY	CHECKED BY	RECOMM. APPROVAL	APPROVED BY	SHEET NO.
	RENOVATION OF GSIS LAOAG BRANCH OFFICE BUILDING	AS SHOWN	ENGR. JOSE A. REYES, JR. Ref. Officer, B&M	ENGR. N. REYES Supervisor, B&M	ENGR. J. REYES Supervisor, B&M	ENGR. J. REYES Supervisor, B&M	2

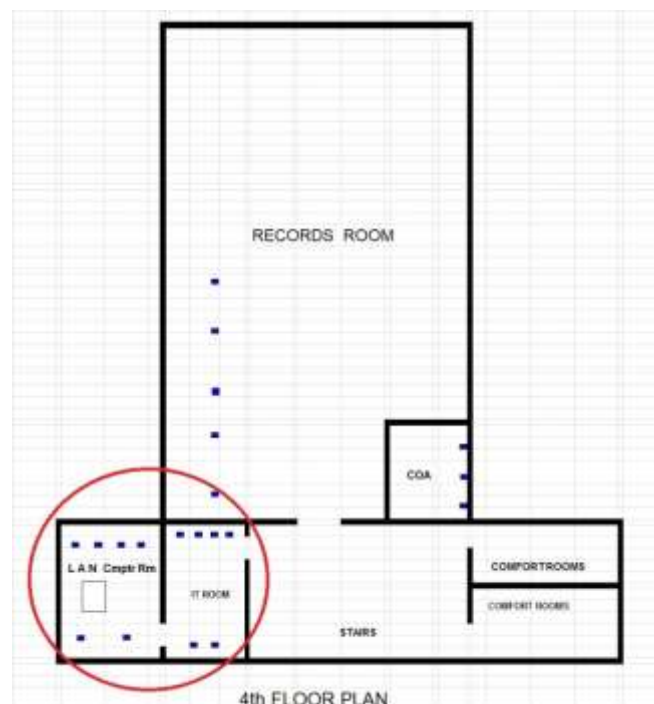
2. Tuguegarao



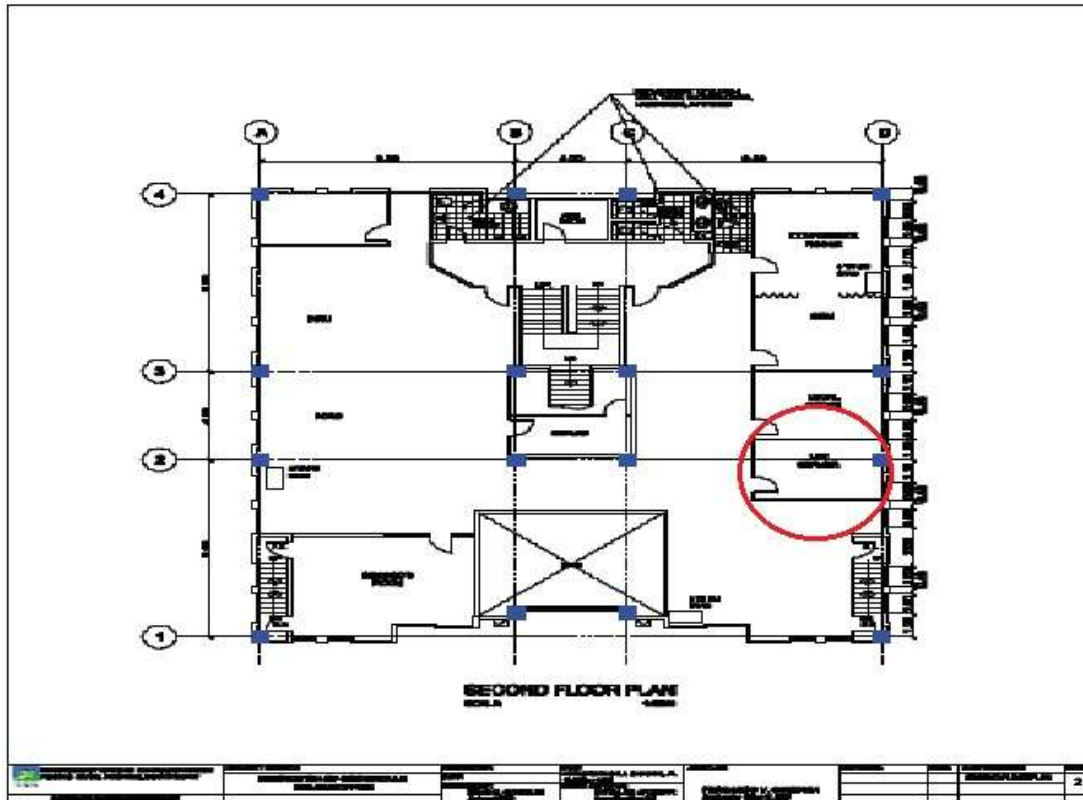
3. Cauayan



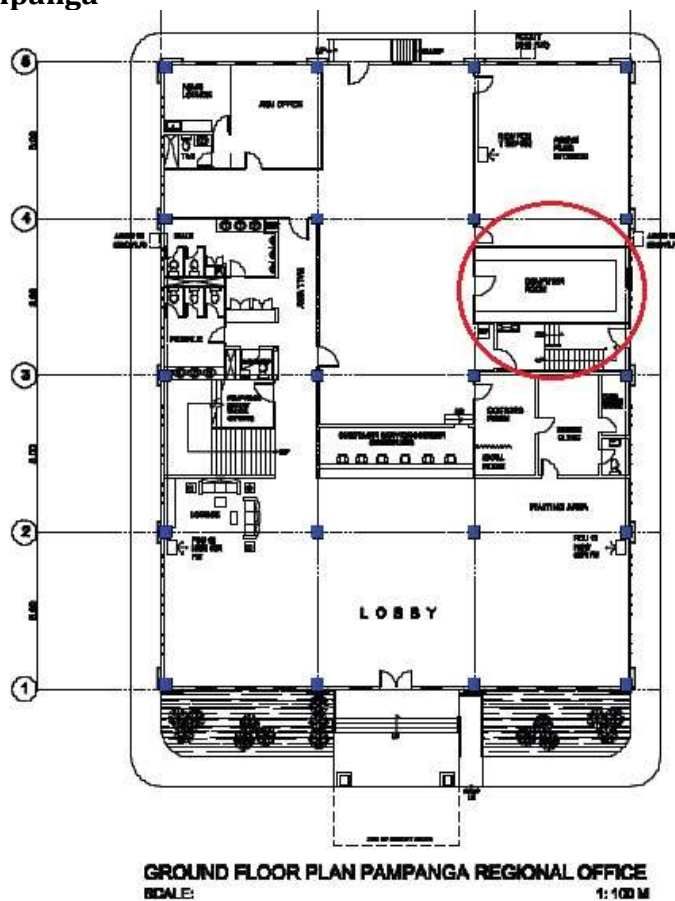
4. Dagupan



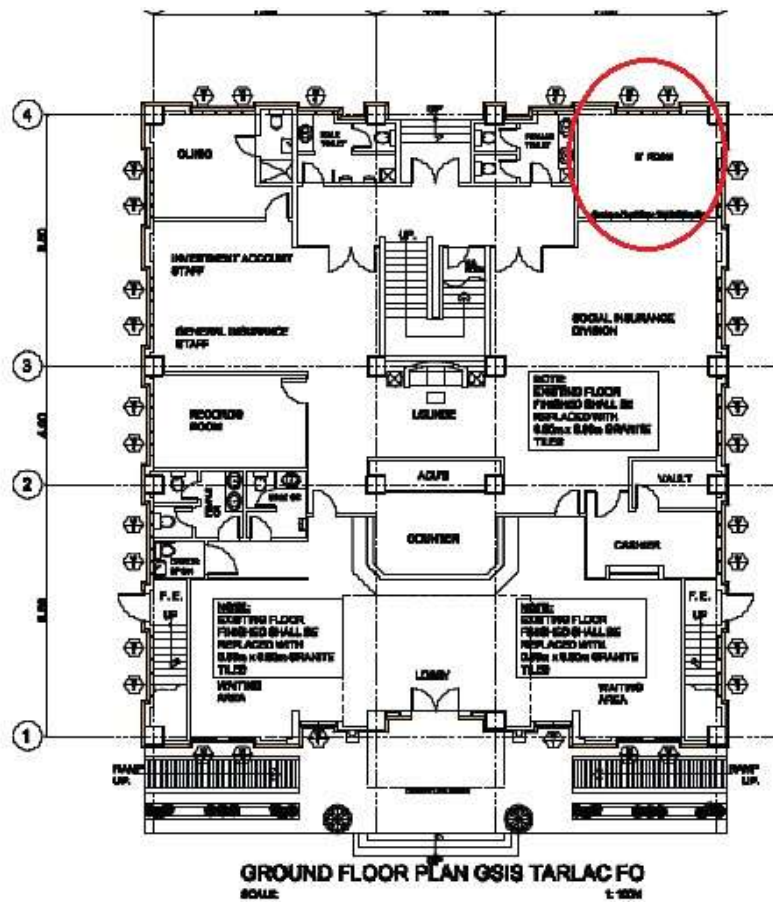
5. Bataan




6. Pampanga

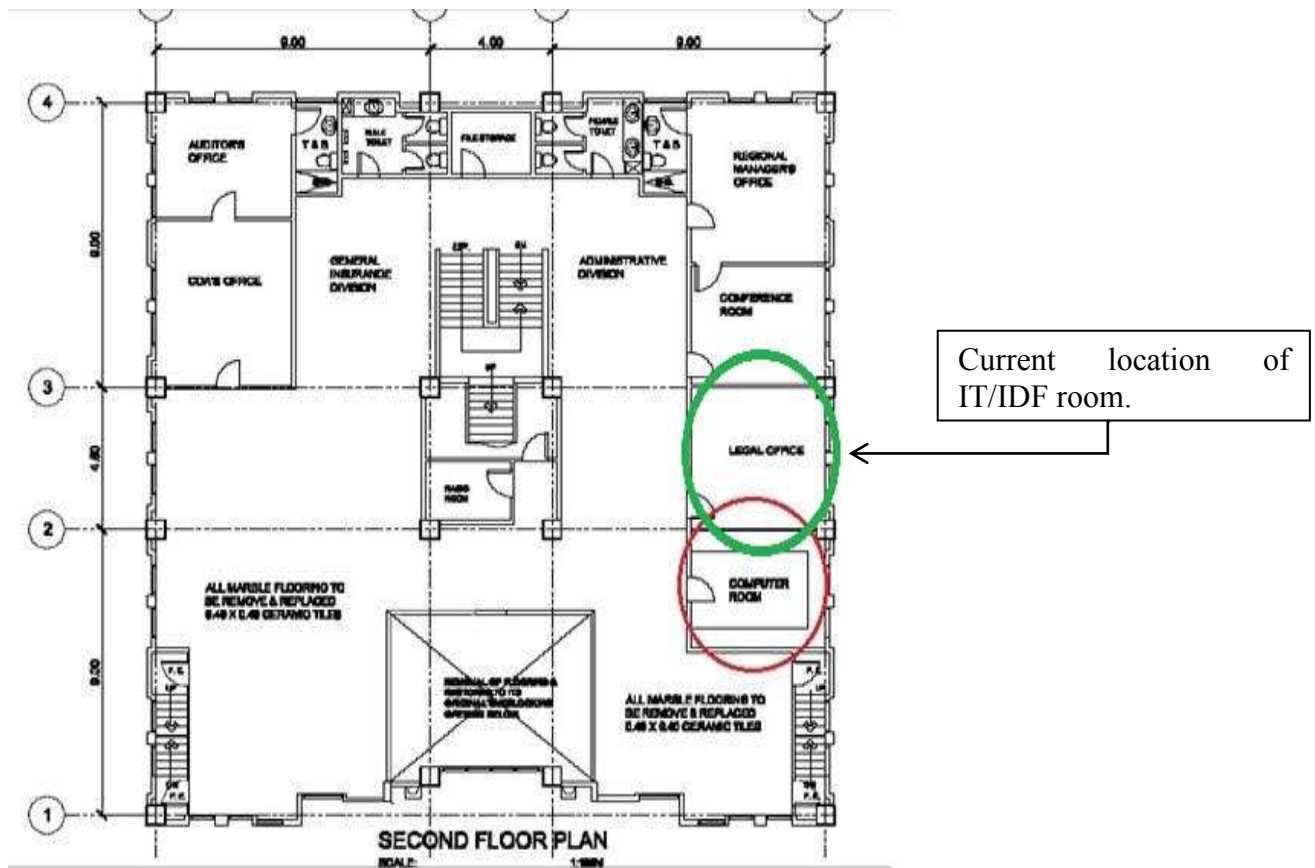


7. Tarlac

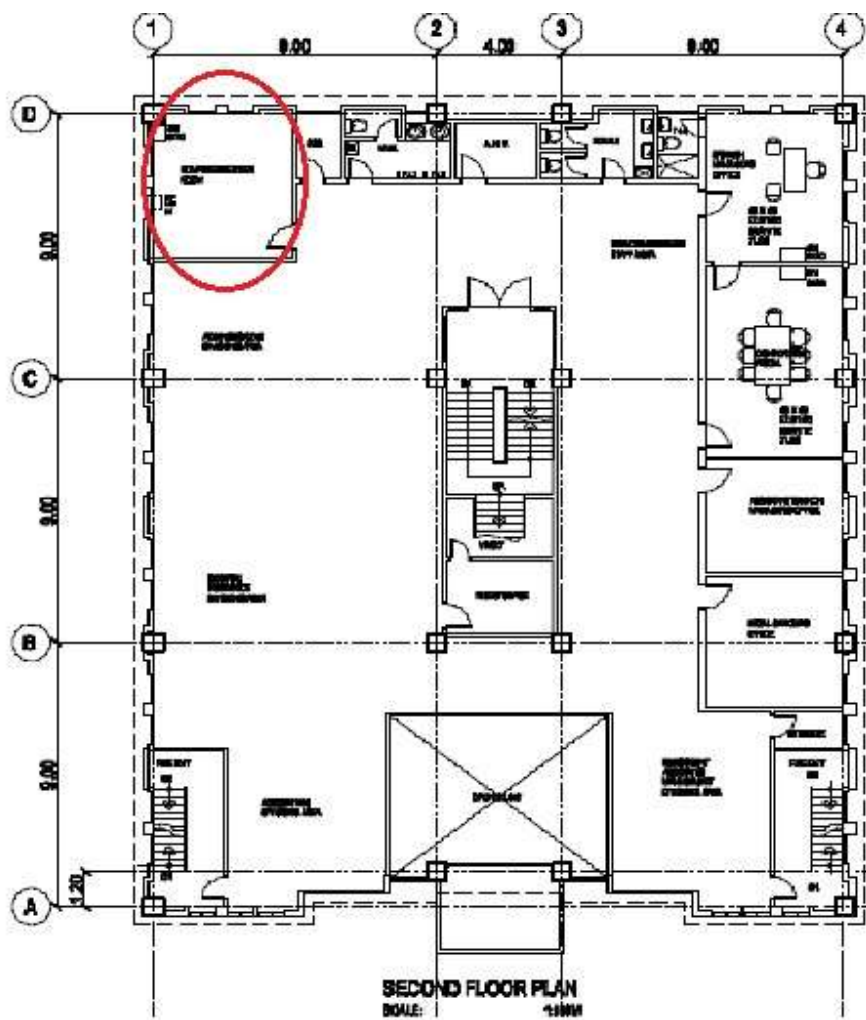


 GOVERNMENT SERVICE INSURANCE CORPORATION <small>GOVERNMENT SERVICE INSURANCE CORPORATION</small> INSURANCE AND RETIREMENT CORPORATION	PROJECT/CLASIFICACION RENOVATION OF GSIS TARLAC BRANCH OFFICE 2ND FLOOR	DESIGNED BY ARCHITECTS A. SERRANO, JR. <small>Architects A. Serrano, Jr.</small>	REVISED APPROVAL ENGINEER, R. TERRY <small>Engineer R. Terry</small>	APPROVED ARCHITECT/DESIGNER, F. LUNA <small>Architect/Designer F. Luna</small>	REVISION DATE	WEEK NUMBER GROUND FLOOR PLAN	SHEET 1

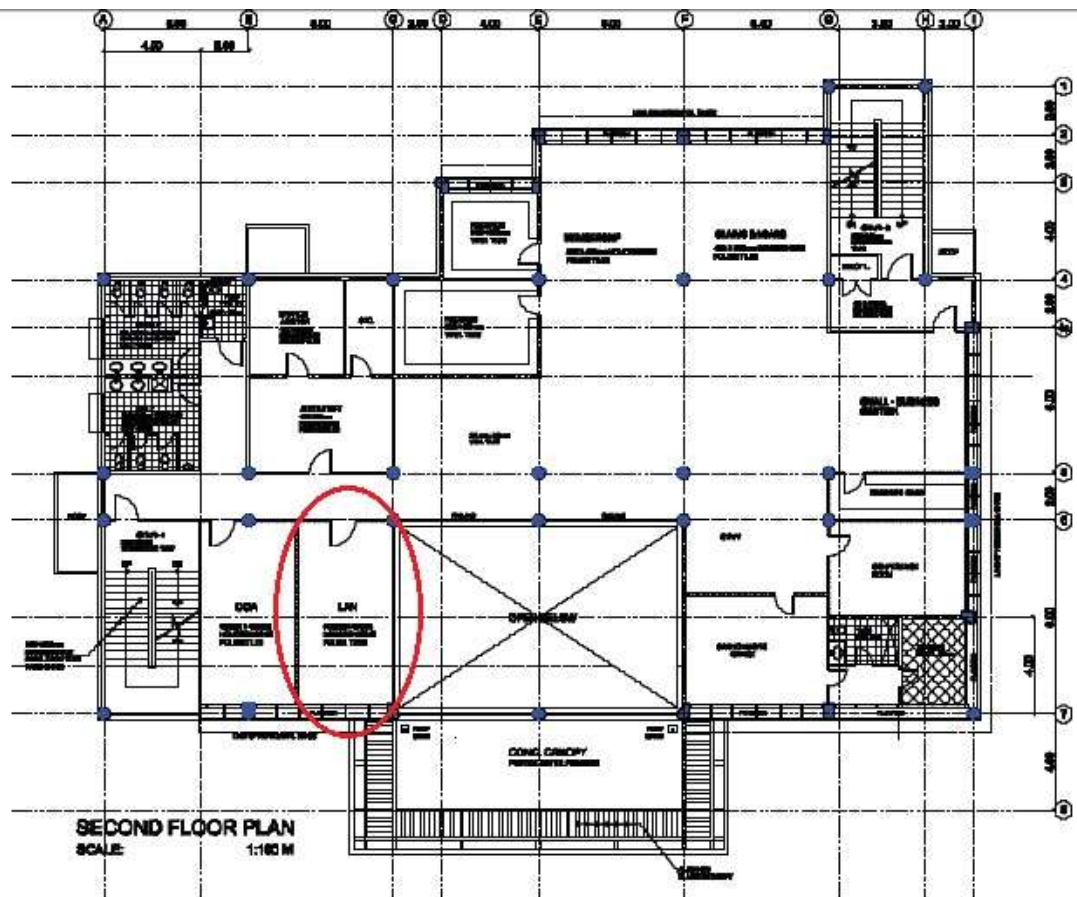
8. Batangas




9. Lucena

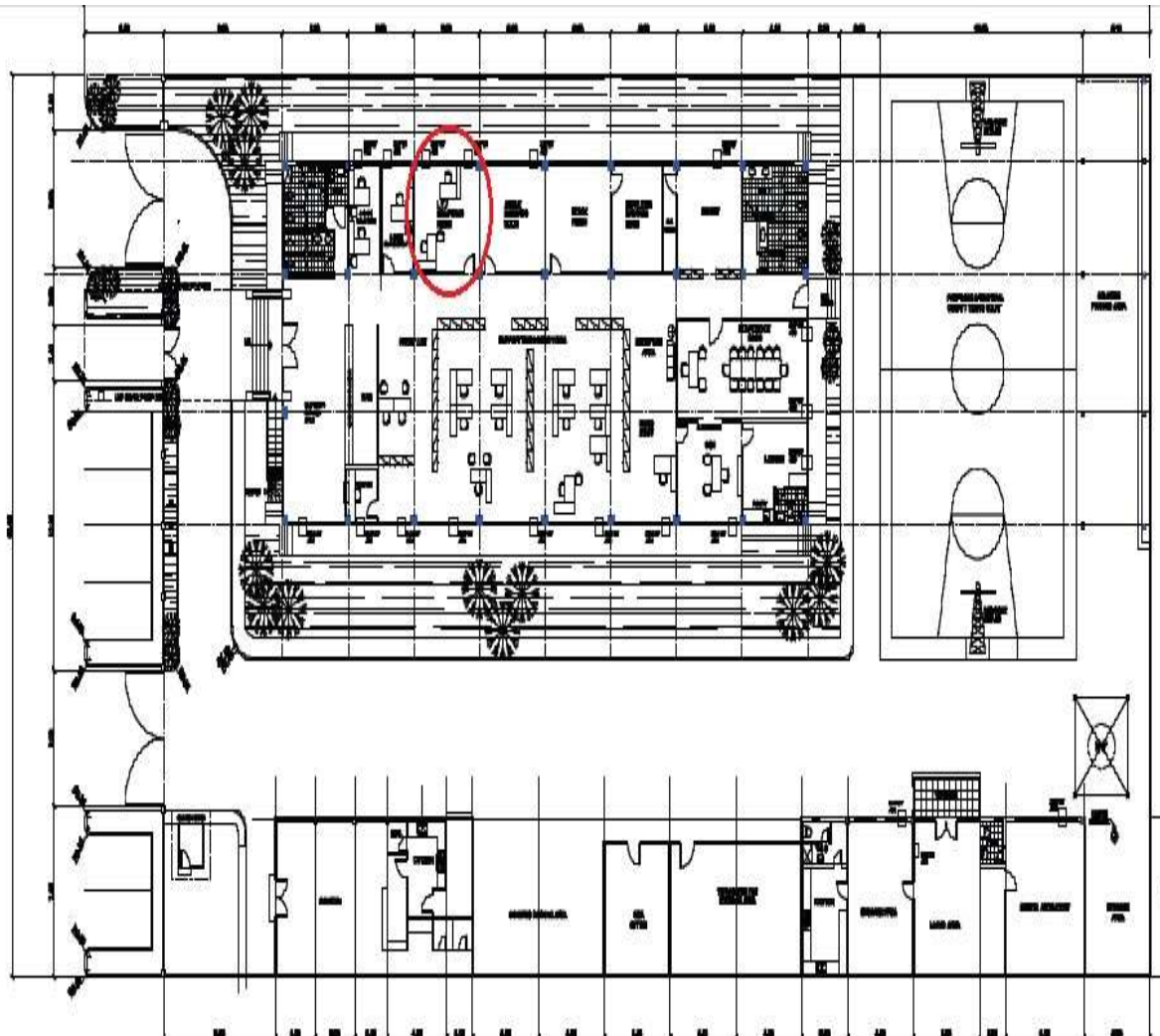
[illegible]

10.Lagun



 GOVERNMENT SERVICE INSURANCE SYSTEM Provident, Savings, Health, Life, Pension Fund	PROJECT LOCATION REHABILITATION OF CDS LAGUNA BRANCH OFFICE BUILDING	APPROVED BY: SMC	NAME FERRER, GARCIA & GONZALEZ, JR. ARCHITECTS 1001 B. AVENUE, 3RD FLOOR DIVISION OF APOLAR Quezon City, 1101	APPROVED BY: FERRER, GARCIA & GONZALEZ, JR. ARCHITECTS 1001 B. AVENUE, 3RD FLOOR DIVISION OF APOLAR Quezon City, 1101	REVISIONS:	DATE:	PROJECT COMMENTS:	SHEET:
		APPROVED BY: RICHARD H. GONZALEZ						

11. Palawan



FLOOR & LOT PLAN, GRIS PALAWAN FIELD OFFICE BLDG.

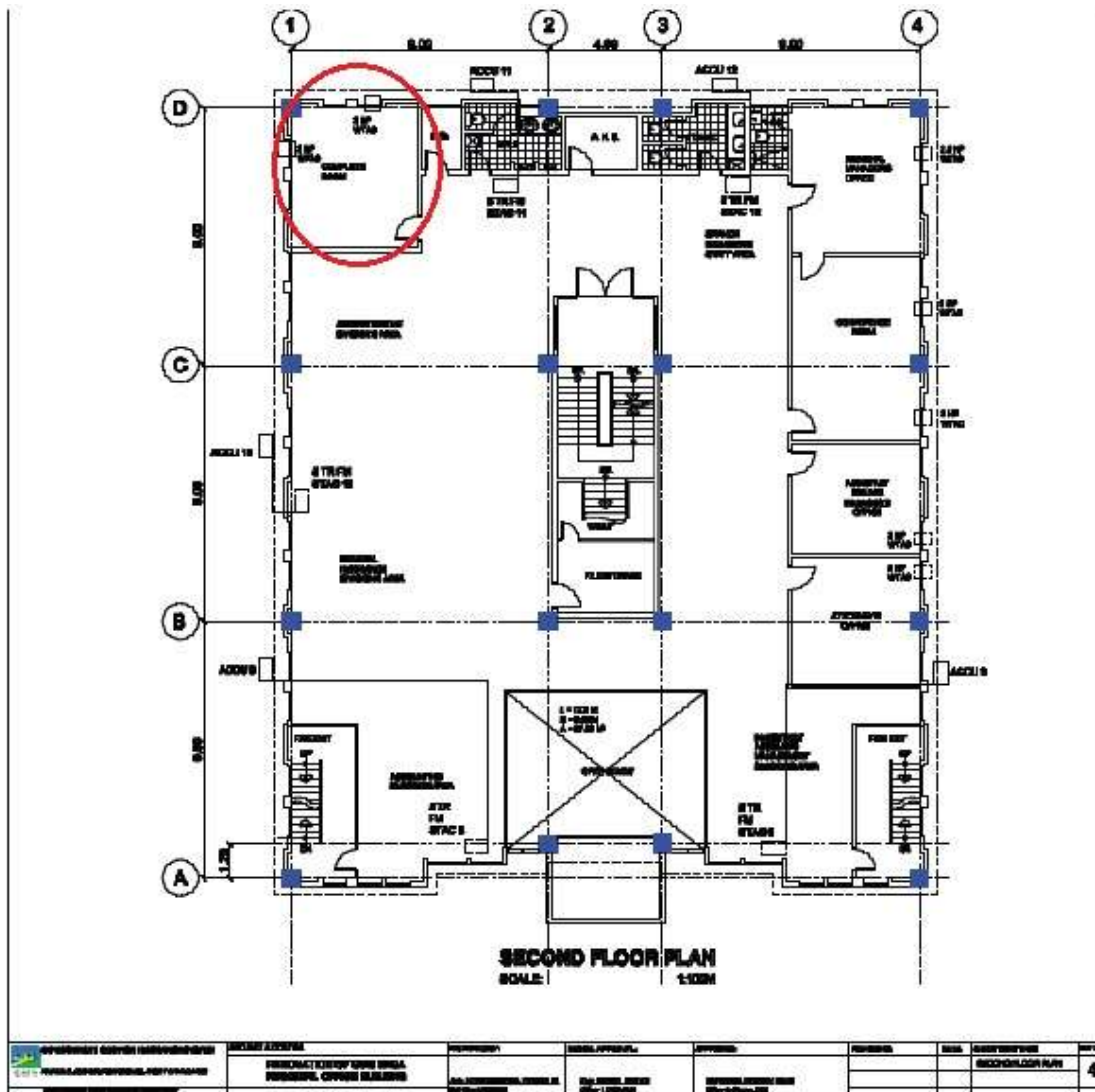
60'x120'

140'x110'

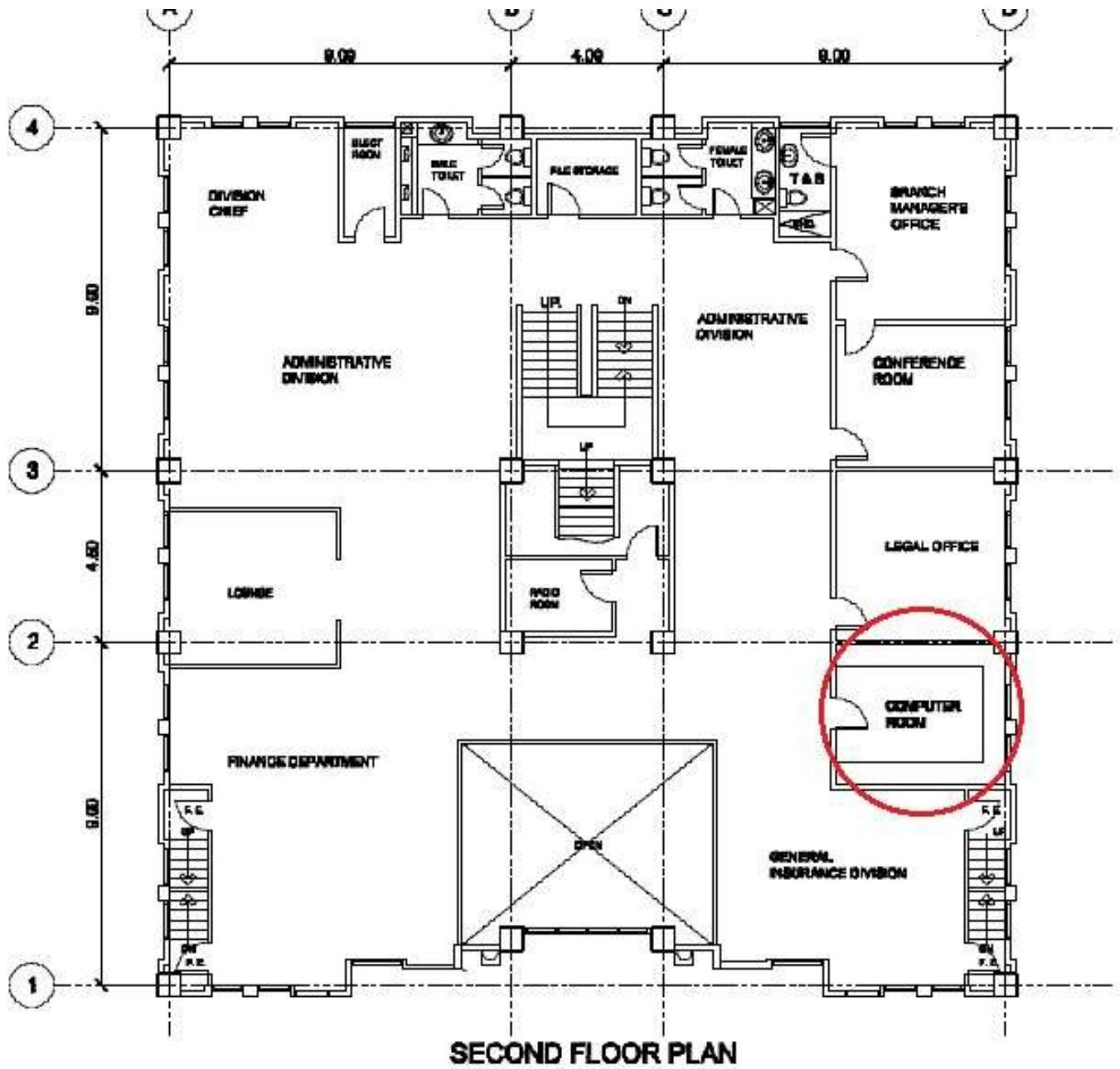
PROJECT LOCATION	FORWARD BY	FORWARDED TO	APPROVED BY	DATE	PROJECT CONTENTS	REMARKS
RENOVATION OF GRIS PALAWAN BRANCH OFFICE BUILDING	REYNOLDO A. SANCHEZ, JR. GUPH-1 (09-100)	GABRIEL R. REYES SUPERVISOR	REYNOLDO ANTONIO S. PALAG GUPH-1 (09-100)		RENOVATION	
APPROVED BY SUPERVISOR	APPROVED BY SUPERVISOR	APPROVED BY SUPERVISOR	APPROVED BY SUPERVISOR			

1

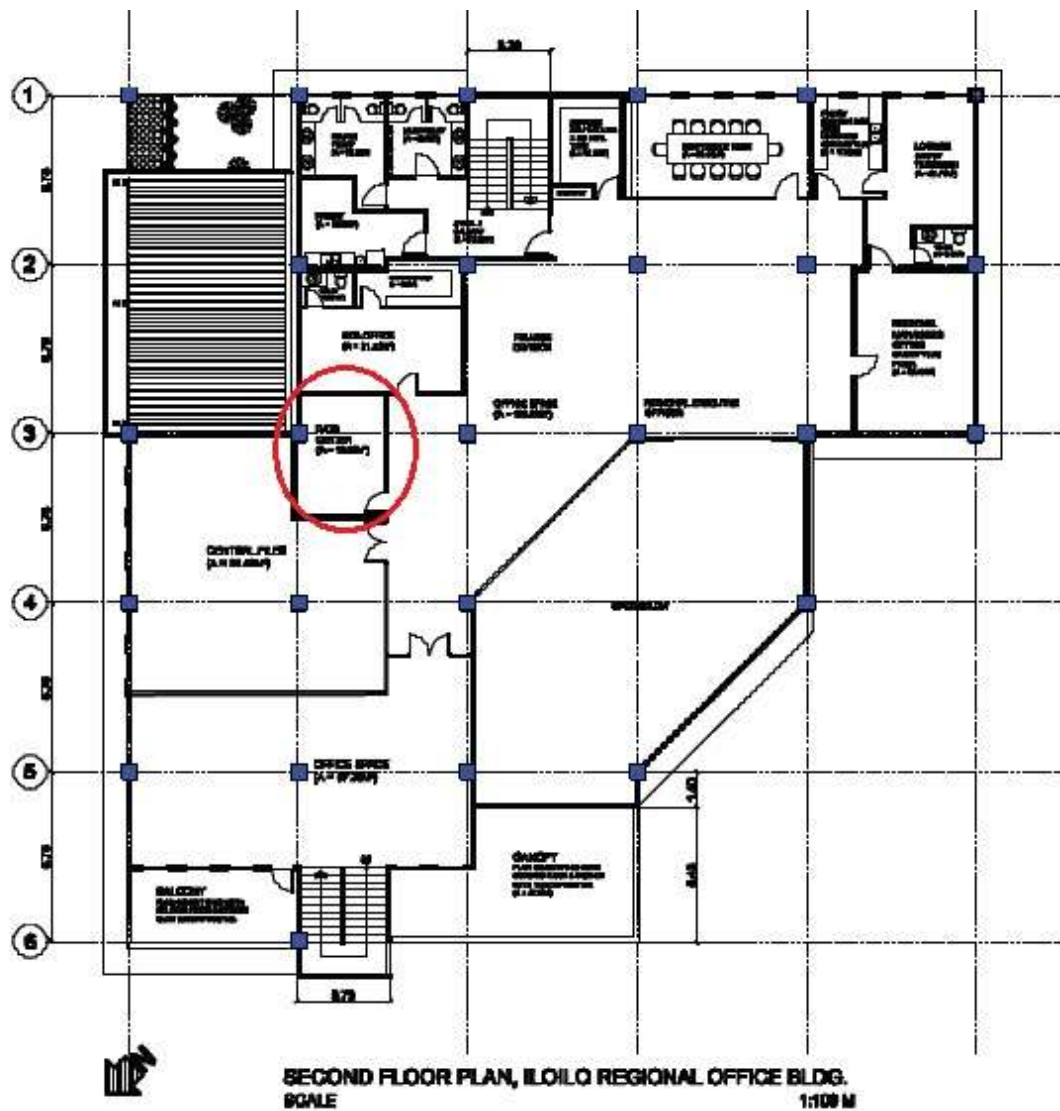
12.Naga



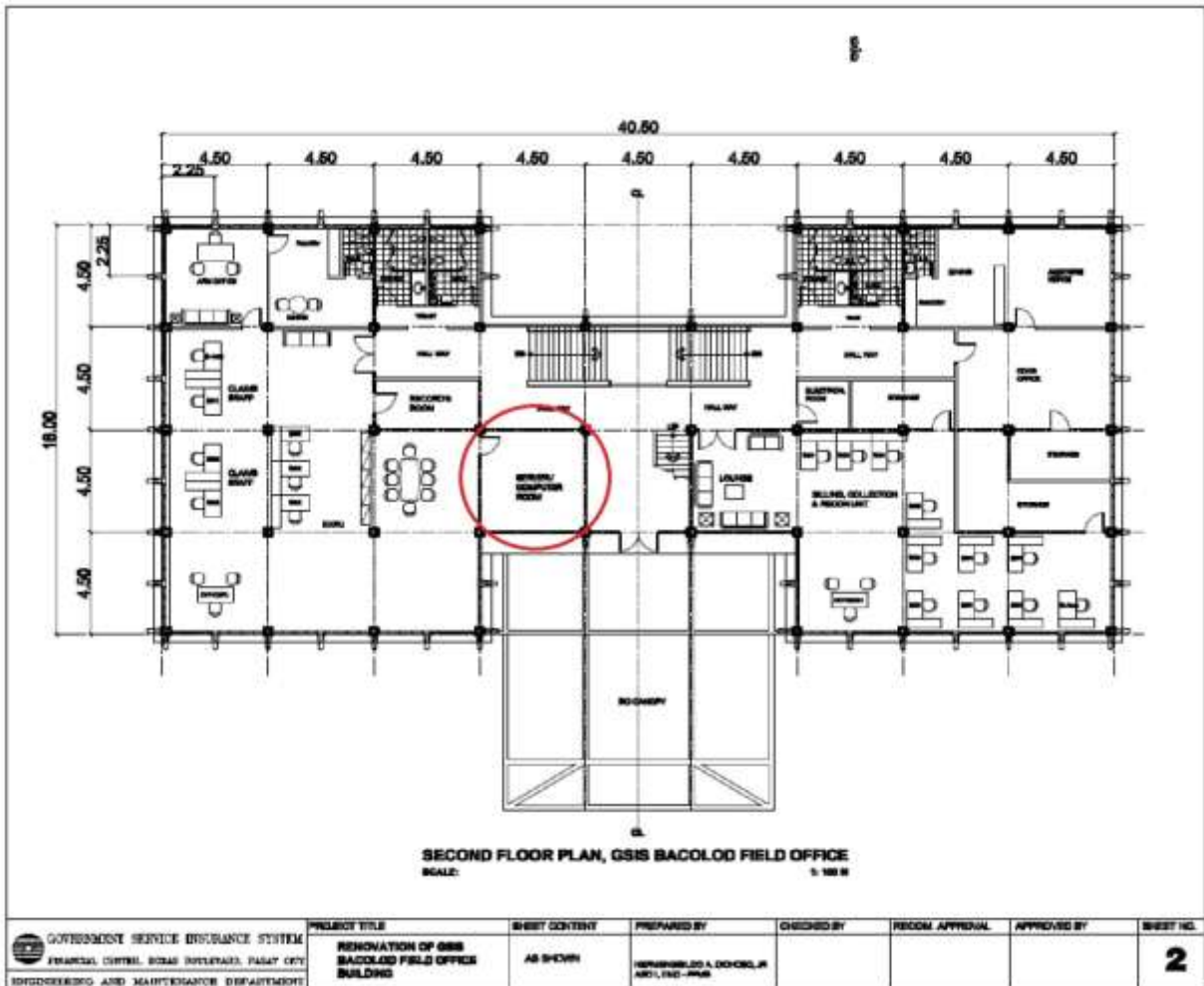
13.Sorsogon



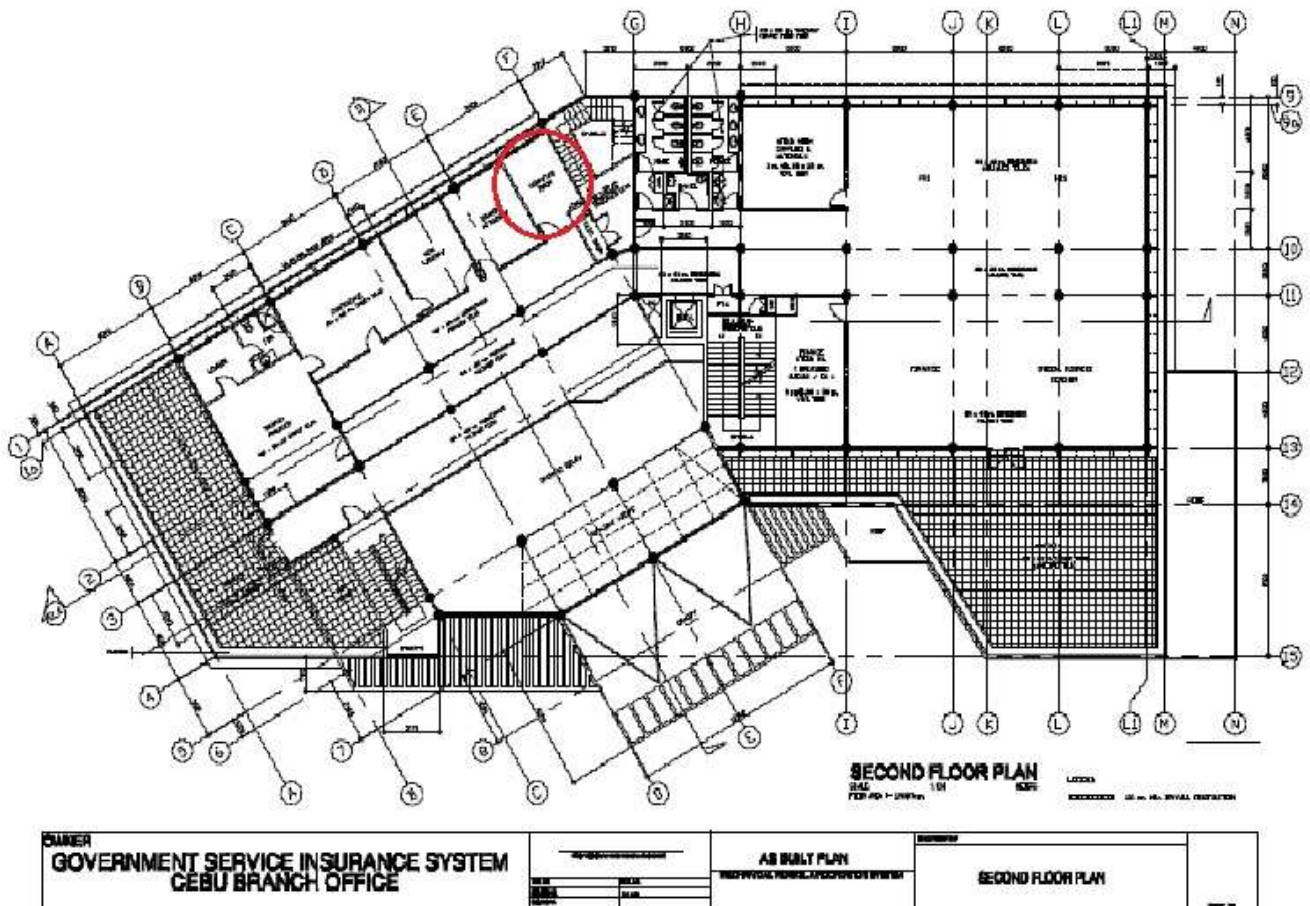
14. Iloilo



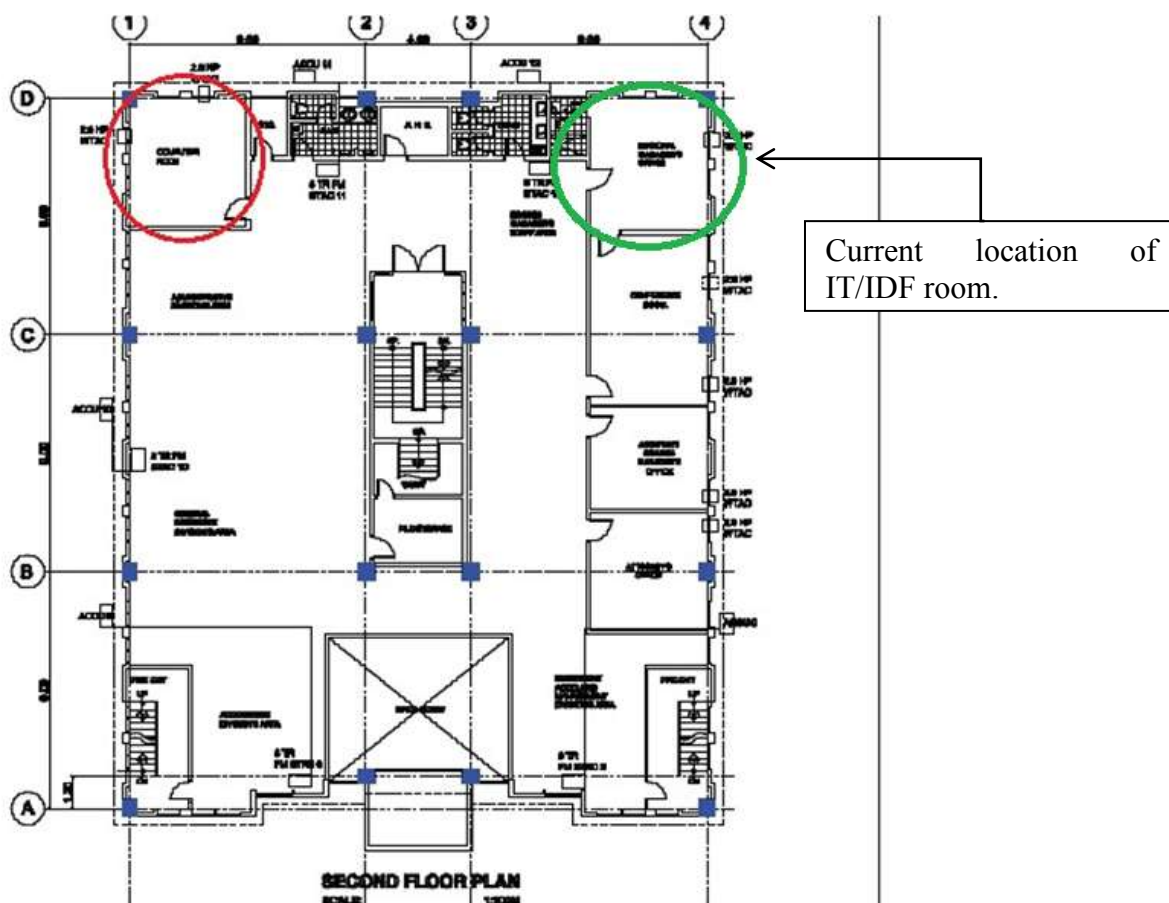
15.Bacolod



16.Cebu



17.Dumaguete

[illegible]

WALL PARTITION

- 12 mm thick gypsum board on both sides on 50 mm x 100 mm (2 Studs (FTC))
- Steel ordinary plywood
- For existing partition walls
- 100 mm thick CMU or 100 mm thick concrete
- Reinforcement for floor (steel or steel mesh)
- Reinforcement of existing wall including replacement of defective mechanisms
- Reinforcement of existing wall including other affected areas

DOORS AND WINDOWS

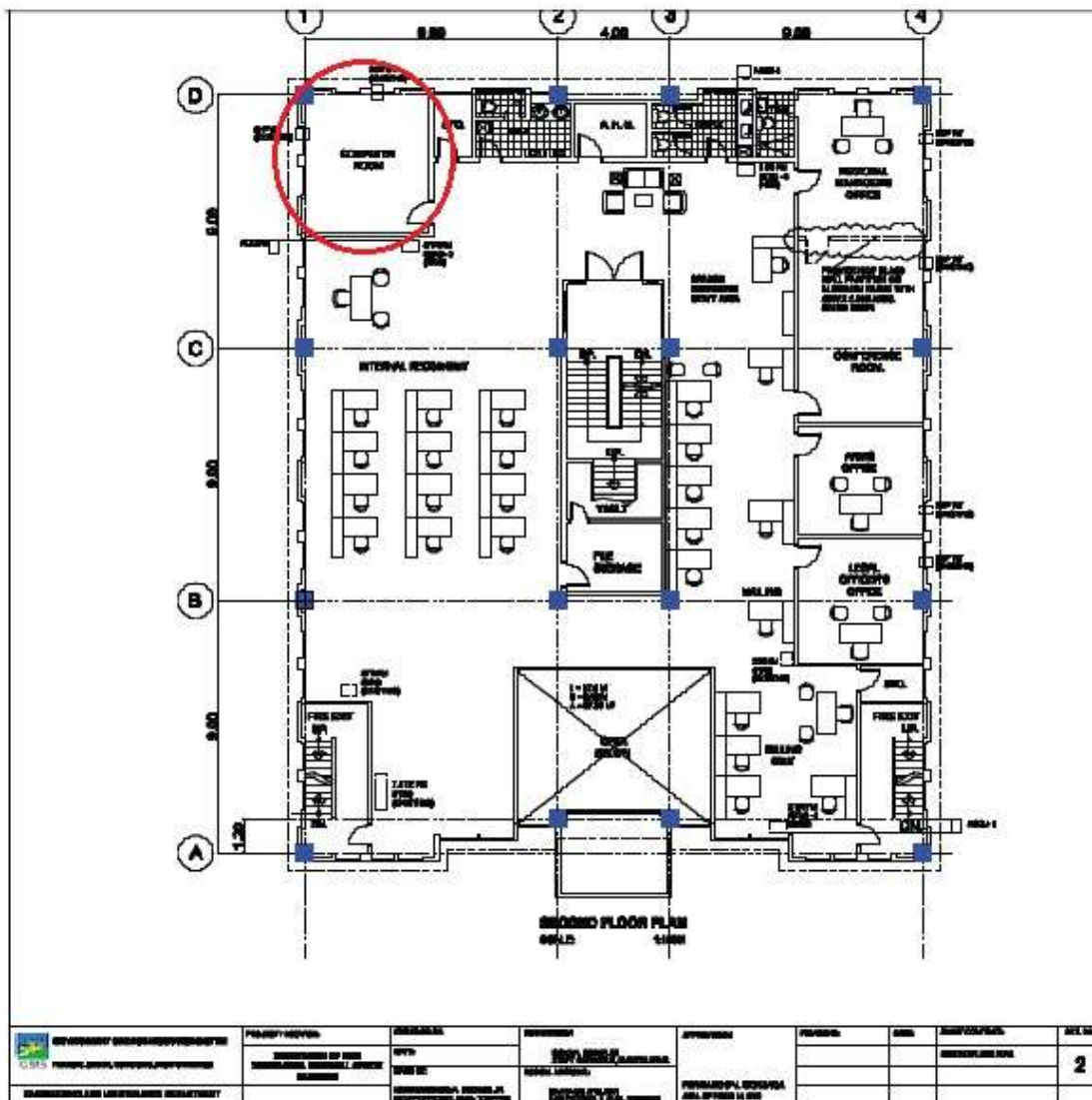
- 12 mm thick flush type hollow core door w/ 6 mm thick ordinary plywood both faces with complete accessories & door jamb
- 12 mm thick flush type hollow core double panel door w/ 6 mm thick ordinary plywood both faces with complete accessories & door jamb
- Reinforcement of existing door and jamb including replacement of defective mechanisms
- Reinforcement of existing double panel aluminum door
- 7 mm x 50 mm x 1.2 mm clear glass panel on 60 mm 100 mm aluminum frame w/ reinforcement opening
- 6.3 mm 60 x 1.2 mm x 1.2 mm clear glass panel on 60 mm 100 mm aluminum frame
- 6.3 mm 60 x 1.2 mm x 1.2 mm clear glass panel on 60 mm 100 mm aluminum frame
- 100 mm aluminum frame

REVISION 1

REPLACEMENT OF POLYCARBONATE ROOFING WITH METAL FRAME

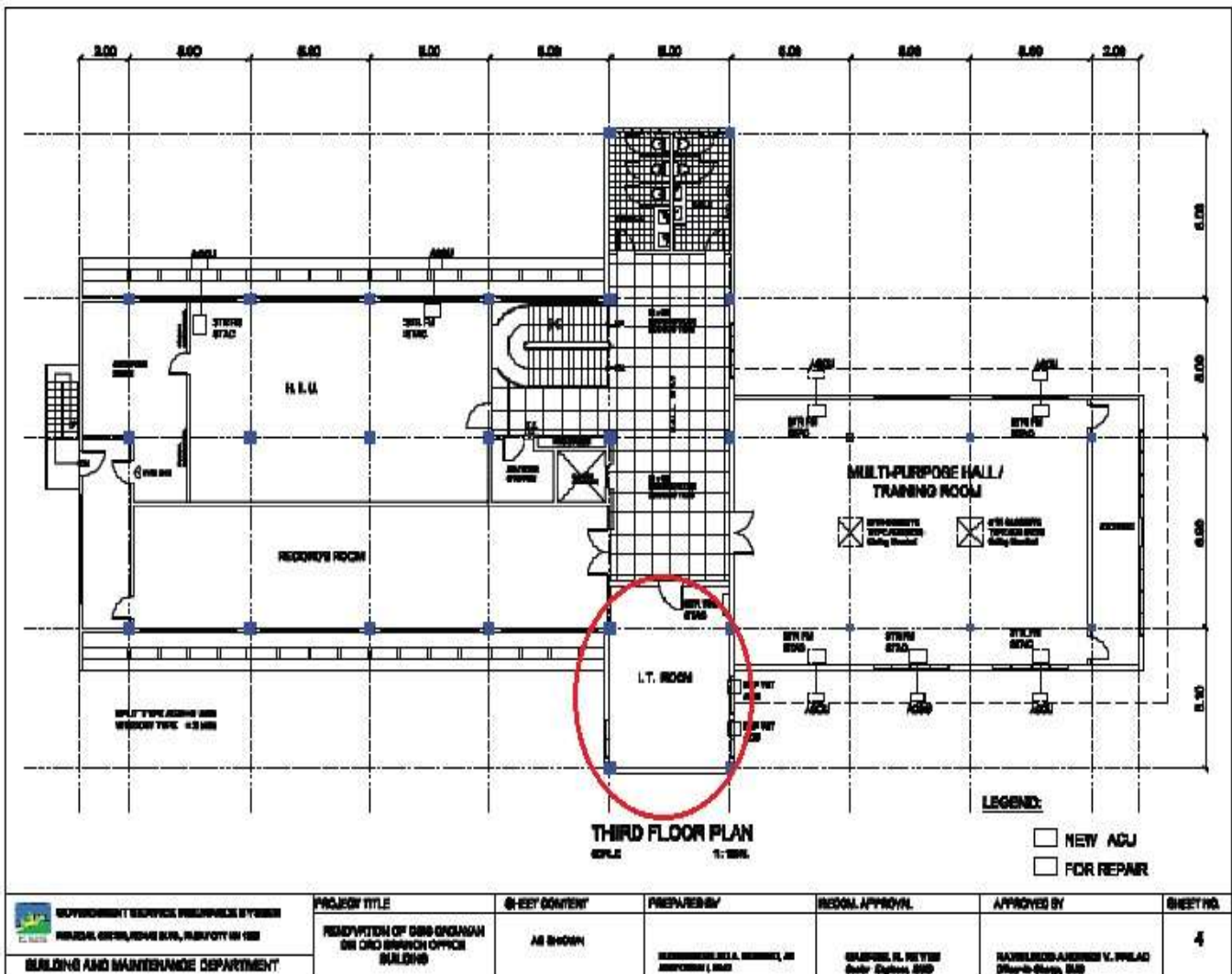
REVISED THIRD FLOOR PLAN, GSIS TACLOBAN B.O. BLDG.
SCALE: 1:100

19. Zamboanga

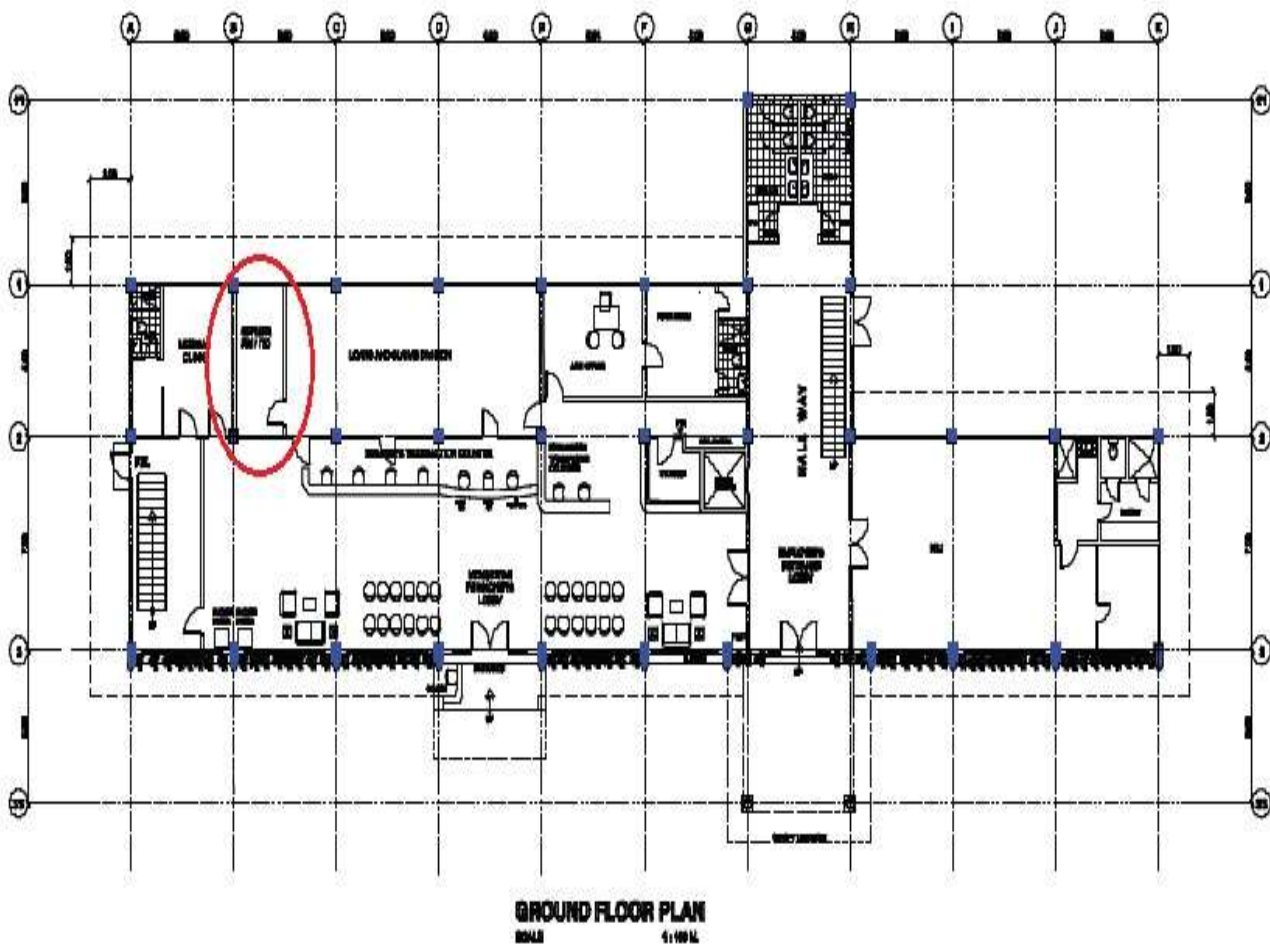



SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"

21. Cagayan De Oro

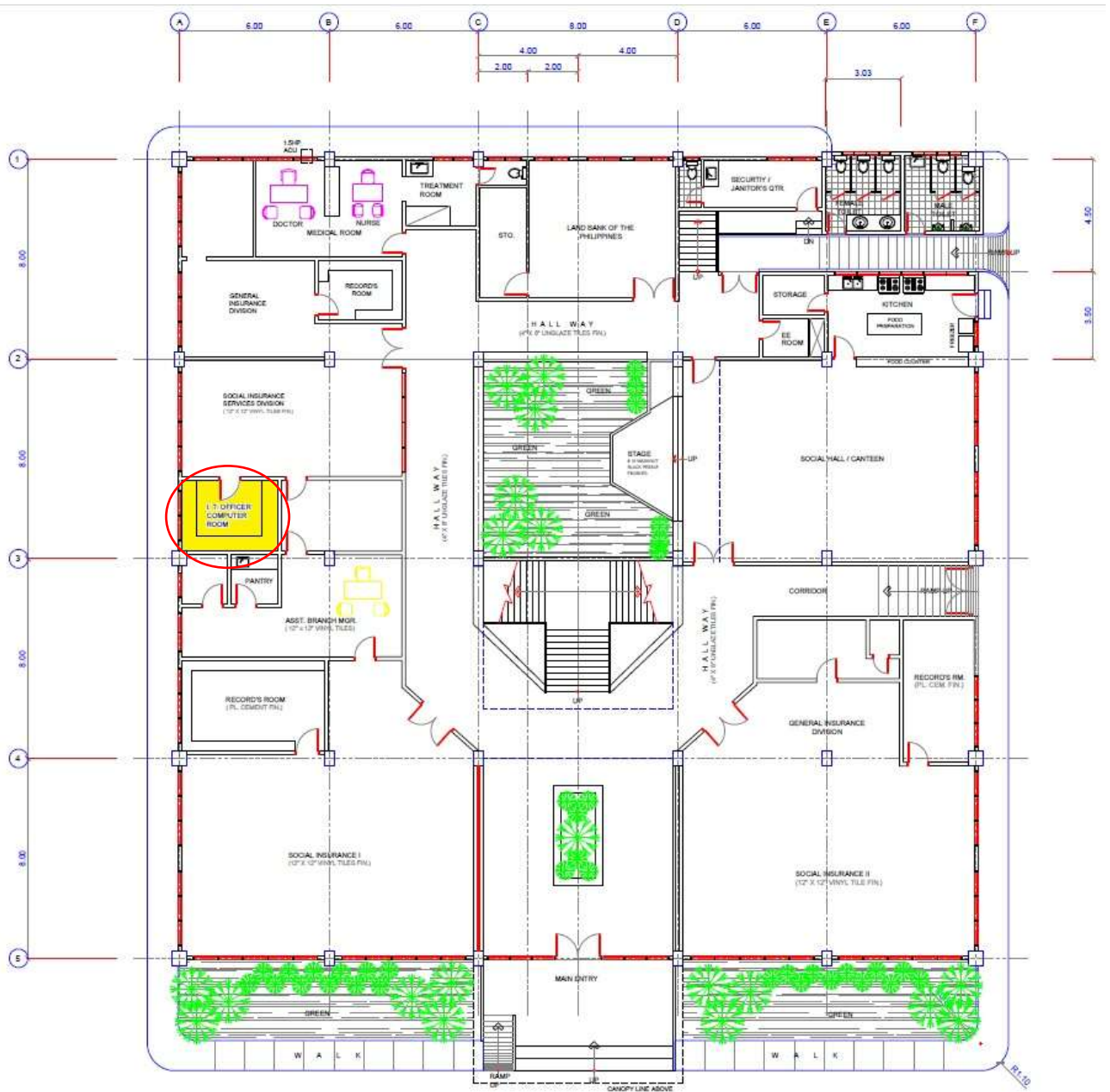


22. Davao-Confirmed

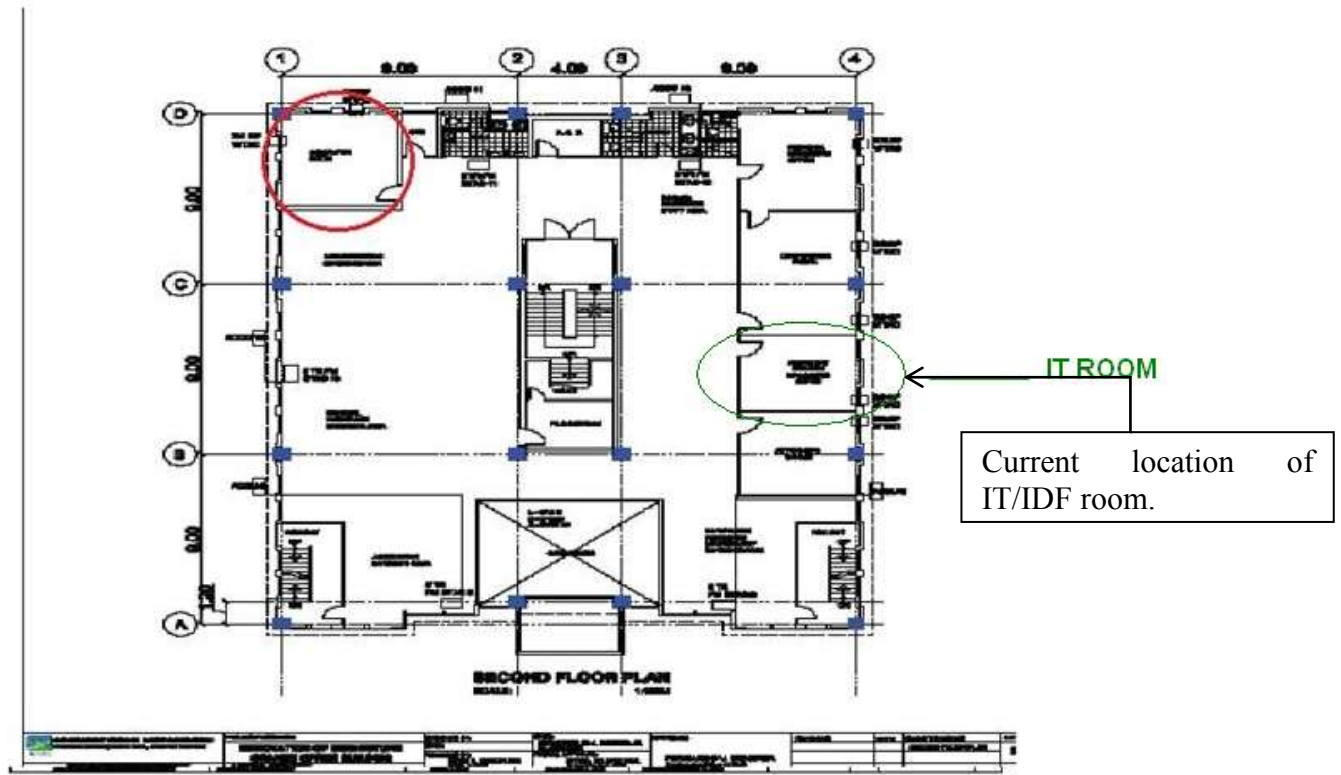


 DEPARTMENT OF HEALTH - DAVAO REGION REGIONAL OFFICE, DAVAO CITY BUILDING NO. 11, PIAO	PROJECT LOCATION RENOVATION OF DAVAO BRANCH OFFICE BUILDING	DESIGNER NAME ADDRESS DAVAO REGIONAL OFFICE	DATE OF APPROVAL 10/10/2018	APPROVED BY SIGNATURE DR. J. J. J. J.	REVISION NO. DATE 1	REVISIONS NO. DATE 1	DATE 10/10/2018

23. Cotabato



24. Butuan



ANNEX K

LIST OF 24 G SIS OWNED BRANCHES

1. Bacolod - Big

Araneta St., Brgy. Tangub, Bacolod City

Tel: (034) 444-0981

Fax: (034) 444-0982

Branch Head: Vilma L. Fuentes

email: mvlfuentes@gsis.gov.ph

2. Bataan - Small

San Ramon, Dinalupihan, Bataan, 2110

Tel: (047) 636-1482 / (047) 636-1481

Territorial Coverage: Province of Bataan

Branch Head: Purisima Sta Isabel

email: pasisabel@gsis.gov.ph

3. Batangas - Big

Alangilan, Batangas City, 4200

Tel: (043) 723-4345 / (043) 723-4123

Fax: (043) 723-4345 / (043) 723-4123

Territorial Coverage: Province of Batangas and Romblon

Branch Head: Celeste E. Ferreras

email: ceferreras@gsis.gov.ph

4. Butuan - Small

Libertad, Butuan City

Tel: (085) 341-5029

Fax: (085) 342-1650

Branch Head: Belen E. Talita

email: betalita@gsis.gov.ph

5. Cagayan de Oro - Medium

Carmen, Cagayan De Oro City

Tel/Fax: (088) 858-5818

Branch Head: Ma. Cecilia G. Vega

email: mcgvega@gsis.gov.ph

6. Cauayan - Medium

Tagaran, Cauayan City, Isabela

Tel: (078) 652-1127

Fax: (078) 652-1042

Territorial Coverage: Isabela

Branch Head: Mabel de Guzman

email: madguzman@gsis.gov.ph

7. Cebu - Big

Leon Kilat St., Cebu City, 6000
Tel: (032) 253-2940; (032) 256-1350
Fax: (032) 253-2940
Branch Head: Ma. Fatima R. Alvarez
email: mfalvarez@gsis.gov.ph

8. Cotabato - Small

Gov. Gutierrez Ave., Cotabato City, 9600
Tel: (064) 421-1168
Fax: (064) 421-3215
Branch Head: Rosalinda G. Mendoza
email: rgmendoza@gsis.gov.ph

9. Davao - Big

McArthur Highway, Matina, Davao City, 8000
Tel: (082) 296-2431
Fax: (082) 299-0141
Branch Head: Bai Cerynea B. Aquino
email: bcbaquino@gsis.gov.ph

10. Dipolog - Medium

Minaog, Dipolog City 7100
Tel/Fax: (065) 212-2308
Branch Head: Willa G. Mangubat
email: wgmangubat@gsis.gov.ph

11. Dumaguete - Medium

National North Road, Dumaguete City, 6200
Tel: (035) 225-0370; (035) 422-4032
Fax: (035) 225-0370
Branch Head: Mercedes VP Enriquez
email: mypenriquez@gsis.gov.ph

12. Iloilo - Big

Cor. Sto. Rosario and Zamora Sts., Iloilo City
Tel: (033) 335-0638
Fax: (033) 337-4308
Branch Head: Eleanor D. Gregorio
email: edgregorio@gsis.gov.ph

13. Laguna - Big

Barangay Binan, Pagsanjan, Laguna ,4008
Tel/Fax: (049) 5016955
Territorial Coverage: Laguna
Branch Head: Ireen I. Dimaano
email: iidimaano@gsis.gov.ph

14. Laoag - Medium

Brgy. 23, P. Paterno St., Laoag City, 2900

Tel: (077) 772-0053

Territorial Coverage: Laoag, Ilocos Norte, Vigan and Candon, Ilocos Sur

Acting Branch Head: Isagani E. Del Rosario

email: iedelrosario@gsis.gov.ph

15. Lucena - Medium

GSIS Bldg., Maharlika Highway, Bgy. Isabang, Lucena City, 4301

Tel: (042) 710-7772 / (042) 373-6358

Territorial Coverage: Province of Quezon

Branch Head: Marivel B. Peraz-Corpuz

email: mbperazcorpuz@gsis.gov.ph

16. Naga - Big

Del Rosario, Naga City, 4400

Tel: (054) 472-1250

Territorial Coverage: Camarines Sur, Camarines Norte, Naga City

Branch Head: Josefina B. Abao

email: jbabao@gsis.gov.ph

17. Palawan – Small

National Highway, Bgy San Miguel, Puerto Princesa City

Tel: (048) 433-2579

Fax: (048) 433-6826

Branch Head: Marina J. Ignacio

email: mjignacio@gsis.gov.ph

18. Pampanga - Medium

Sindalan, San Fernando, Pampanga, 2000

Tel: (045) 455-1261

Territorial Coverage: Province of Pampanga

Branch Head: Roberto L. Meneses

email: rlmeneses@gsis.gov.ph

19. Sorsogon - Small

Flores St., Capitol Compund, Sorsogon City

Tel: (056) 421-5279

Branch Head: Leon Ma E. Fajardo

email: lmefajardo@gsis.gov.ph

20. Surigao - Small

Ground Floor, Parkway Building, National Highway, Surigao City 8400

Tel: (086) 8269113

Branch Head: Eldie P. Lozarie

email: eplozarie@gsis.gov.ph

21. Tacloban - Big

Marasbaras, Tacloban City, Leyte

Tel/Fax: (053) 323-2506

Branch Head: Sol A. Orcullo

email: saorcullo@gsis.gov.ph

22. Tarlac - Small

Urquico Oval, San Roque, Tarlac City
Tel: (045) 982-9866
Territorial Coverage: Province of Tarlac
Branch Head: Arlene M. Villanueva
email: amvillanueva@gsis.gov.ph

23. Tuguegarao - Medium

Carig, Tuguegarao City, Cagayan, 3500
Tel. (078) 396-0650, (078) 396-0673
Fax: (078) 304-9394
Territorial Coverage: Cagayan, Kalinga, Apayao, and some agencies under
Batanes
Branch Head: Eden P. Seno
email: epseno@gsis.gov.ph

24. Zamboanga - Medium

Moret Field, Baliwasan, Zamboanga City, 7000
Tel: (062) 991-1566
Fax: (062) 991-1258
Branch Head: Eddie A. Cruz
email: eacruz@gsis.gov.ph

ANNEX L
TESTING GUIDELINES FOR THE INSTALLATION AND CONFIGURATION
OF THE PROPOSED EMS SOFTWARE AND INTEGRATION OF
THE ENVIRONMENTAL FACILITIES FOR DEPLOYMENT

1. The winning vendor shall provide a test server to be used as a test environment for the installation and configuration of the proposed version upgrade of the existing EMS software of GSIS-ITSG.
2. Once the test environment is ready, the winning bidder shall connect and integrate in the system one (1) Temperature/Humidity Ambient sensor from the deliverables to test its connectivity and send the temperature and humidity information to the EMS software.
3. The winning bidder shall also integrate one (1) Temperature/Humidity Ambient sensor from the existing production ambient sensor to test its connectivity and compatibility to the new version. It shall also send the temperature and humidity information to the EMS software.
4. The winning bidder shall also integrate one (1) UPS from the deliverables for each type (1x5kVA, 1x3kVA and 1x1kVA) to the EMS software to test its connectivity and send the voltage, ampere, watts and runtime value to the system.
5. The winning bidder shall present to the end-user the actual information gathered from the sensors and UPS. It shall be observed by the end-user for one (1) week to test the consistency of the connection and functionality.
6. The winning bidder shall perform the actual software/firmware upgrade of the existing EMS software in the production environment once the end-user issue the acceptance report of the testing. The report will be in a form of certification from the end-user.
7. The test server used shall be pulled-out by the winning bidder only after a successful migration of the version upgrade to the production environment.

Section VIII. Bidding Forms

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Bid Form

Date: _____
Invitation to Bid¹ N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid³ Number __. Page . of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component ²	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4
1	EMS Sensor (Ambient)		43						
2	Ethernet Gateway for Rack Enclosure		43						
3	5kVA Uninterruptible Power Supply (UPS)		42						
4	3kVA Uninterruptible Power Supply (UPS)		53						
5	1kVA Uninterruptible Power Supply (UPS)		20						
6	Vertical PDU		20						
7	Horizontal PDU		9						
8	Network Rack		8						
9	Quarter Rack		4						
10	Server Tray		20						
11	Blanking Panel		56						
12	Central Monitoring Software (DCIM)		1						
13	Cable IQ Qualification Tester		1						

³ If ADB, JICA and WB funded projects, use IFB.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC

Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT / To be Notarized)

[Insert Letterhead of the Prospective Bidder here]

LETTER OF CONFORMITY

Title of the Project: *[Title]*

To: *GSIS Bids and Awards Committee*

Government Service Insurance System

GSIS Central Office, Financial Center, Pasay City

This is to inform the *GSIS Bids and Awards Committee* that our company, _____, located at _____ conforms to the Schedule of Requirements and Technical Specifications as enumerated and specified in Sections VI. and Section VII. of the Bidding Documents, respectively, and in Bid Bulletin(s) issued.

(Signature Over Printed Name)

Authorized Representative

Bid-Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID-SECURING DECLARATION

Title of the Project: _____

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration³, if I/we have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

(ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

***[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant***

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.
Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

Draft Contract

CONTRACT

This Contract is made and executed on this ____ day of _____ at Pasay City, Philippines, by and between:

The **GOVERNMENT SERVICE INSURANCE SYSTEM**, a social insurance institution, created under Commonwealth Act No. 186, as amended, and operating under its present Charter, Republic Act No. 8291, otherwise known as the GSIS Act of 1997, with principal office address at the **GSIS Headquarters Building**, Financial Center Area, Pasay City, represented herein by **<GSIS AUTHORIZED SIGNATORY>**, **<Designation>**, hereinafter referred to as the **"GSIS"**;

-and-

The _____, a corporation duly organized and operating under the laws of the Philippines, with its principal place of business at **<Address>**, represented herein by **< BIDDER'S REPRESENTATIVE>**, **<Designation>**, duly authorized for this purpose, hereinafter referred to as the **"[SUPPLIER/SERVICE PROVIDER/CONTRACTOR/CONSULTANT]"**.

RECITALS

WHEREAS:

1. The **GSIS** invited Bids for the [Project Title].
2. The _____ submitted the Lowest Calculated Responsive Bid, representing that it has the resources and the capability to meet the requirements as defined under the Official Bid Documents, and the **GSIS** has accepted said Bid.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties have agreed and stipulated as follows:

1. The following Official Bid Documents shall be deemed integral parts of this Contract:
 - 1.1 Bid Data Sheet;
 - 1.2 Terms of Reference;
 - 1.3 Scope of Work;
 - 1.4 Plans/Drawings and/or Technical Specifications;
 - 1.5 General Conditions of Contract;
 - 1.6 Special Conditions of Contract;
 - 1.7 Price Schedule submitted by the _____;
 - 1.8 Schedule of Requirements;
 - 1.9 Supplemental Bid, if any; and
 - 1.10 Notice of Award.

The Official Bid Documents and this Contract contain all the agreements of the parties and replace and supersede any understanding, communications and representations, whether verbal or written, between the parties.

2. The words, terms and phrases stated in this Contract shall have the same meanings as are respectively assigned to them under the Official Bid Documents.
3. In consideration of the Contract Price to be paid by the **GSIS**, the _____ hereby covenants with the **GSIS** to provide the [goods or services]

and to remedy the defects therein in conformity with the Official Bid Documents and this Contract.

4. The **GSIS** shall pay the Contract Price at the time and in the manner prescribed by the Official Bid Documents and this Contract. It is understood that all applicable taxes, including Documentary Stamp Tax (DST), if any, shall be borne by the _____. For this purpose, the _____ acknowledges that the **GSIS** is not a withholding agent for DST and hereby undertakes and commits itself to make direct payments to the BIR of any DST that may be imposed in the execution and/or performance of this Contract.
5. Any damage to the systems, facilities and equipment of the **GSIS** due to the negligence, theft or pilferage, directly or indirectly, caused by the _____'s personnel shall be immediately repaired, restored or replaced by the _____ for its own account. If the _____ fails to carry out such repair, restoration or replacement within ten (10) days from the request of the **GSIS**, any expenses for such repair, restoration or replacement made by the **GSIS** shall be for the account of the _____ to be deducted from the Contract Price.
6. During the effectivity of this Contract, the _____ shall not assign or transfer the covered [goods or services] without the prior written consent of the **GSIS**. Any act in violation of this provision shall be sufficient ground for the termination of this Contract.
7. The parties are independent entities and no agency, partnership, joint venture, employment or formal business arrangement of any kind is created by this Contract. Neither shall the personnel or employees of the _____ be deemed employees of the **GSIS**. Hence, the **GSIS** shall not in any way be liable or responsible for any personal injuries or damages, including death, sustained or caused by any of the employees of the _____.
8. In the event that the _____ fails to perform its contractual obligations within the agreed period as specified in this Contract, the **GSIS** shall deduct from the Contract Price, as liquidated damages, a sum equivalent to at least one-tenth of one percent (0.1%) of the cost of the unperformed portion of the contract per day of delay but not to exceed ten percent (10%) of the Contract Price. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, the **GSIS** may rescind the contract, without prejudice to other course of action and remedies available to it under the law and equity. The damages herein provided are fixed and the **GSIS** shall not be required to adduce proof thereof.
9. Should the **GSIS** be constrained to file a case to obtain relief against the _____, the latter shall be liable to pay an amount equivalent to twenty percent (20%) of that amount claimed in the complaint as attorney's fees, aside from the costs of litigation and other expenses which the **GSIS** is entitled to recover from the _____; provided, however, that in an action brought by the _____ for whatever cause arising under this Contract, should it be adjudged not to be entitled to the relief sought, the **GSIS** as the prevailing party shall be entitled to such reasonable attorney's fees, costs of litigation and other costs it may have incurred by reason of such action.
10. The _____ shall defend, indemnify and hold harmless the **GSIS**, the members of its Board of Trustees, its officials, agents and employees, against all claims, losses, liabilities and damages, and to pay all claims, judgments, awards, costs and expenses arising out of or in connection with the _____'s acts or omissions, unless such claims are due solely to the negligence of the **GSIS**. Costs inclusive of expert witness fees and other legal expenses shall be charged against the account of the _____.

1.7-1-14

11. If any term, condition or any part of the provisions of the Official Bid Documents and this Contract is determined to be invalid, void or unenforceable to any extent, such term, condition or provision shall be severed from the remaining provisions which shall continue to be valid and enforceable to the fullest extent permitted by law.
12. Any action arising from arbitration or other modes of dispute settlement under the Official Bid Documents and this Contract shall be brought by the aggrieved party exclusively before the proper court in the City of Pasay.
13. This Contract and the Official Bid Documents shall be subject to the pertinent provisions of R.A. No. 9184, otherwise known as the Government Procurement Reform Act, its Revised Implementing Rules and Regulations, and other related laws, rules and regulations.

IN WITNESS WHEREOF, the parties have duly executed this Contract on the date and place first above written.

**GOVERNMENT SERVICE
INSURANCE SYSTEM**

<BIDDER>

By:

By:

<GSIS Authorized Signatory>
<Designation>

<Bidder's Representative>
<Designation>

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PASAY CITY) S.S.

BEFORE ME, a Notary Public for and in the City of _____, this ____ day of _____, personally appeared:

<u>Name</u>	<u>Passport No. /Driver's License</u>	<u>Date/Place of Issuance</u>
<GSIS Authorized Signatory>	<GSIS Rep ID No.>	<Rep ID Date and Place>
<Bidder's Representative>	<Bidder Rep ID No.>	< Rep ID Date & Place>

known to me and to me known to be the same persons, <GSIS Authorized Signatory>, in representation of the GSIS as a juridical person, and <Bidder's Representative>, in representation of <Bidder> as a juridical person, who executed the foregoing **Contract** consisting of ____ () pages including the page on which this Acknowledgment is written, signed by the parties and their witnesses on each and every page thereof, and acknowledge to me that the same is their free and voluntary act and deed, and of the entities they represent.

WITNESS MY HAND AND NOTARIAL SEAL on the date and the place stated above.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

GSIS BIDS AND AWARDS COMMITTEE

CHECKLIST OF REQUIREMENTS

IT Branch Facilities Improvement and Monitoring Project

[ABC: Php25,000,000.00]

ENVELOPE NO. 1

ELIGIBILITY AND TECHNICAL COMPONENTS

CLASS “A” DOCUMENTS

Legal Documents

1. Appropriate Registration Certificate from the:

➤ **Security and Exchange Commission**

For Corporation

Registration Certificate; **OR** Certificate of Incorporation and Articles of Incorporation; **OR** Latest Certificate of Filing of Amended Articles of Incorporation and the amended articles of incorporation (if the company has amended its articles of incorporation as approved by the SEC); **OR** Certificate of Good Standing from SEC (for purposes of determining status of the entity, whether it is active or its certificate of registration has been revoked).

For Partnership:

Certificate of Registration; **OR** Certificate of Partnership and the Articles of Partnership; **OR** Certificate of Amended Articles of Partnership and the accompanying amended articles of partnership (if the company has amended its articles of partnership as approved by the SEC); **OR** Certificate of Good Standing from SEC (for purposes of determining status of the entity, whether it is active or its certificate of registration has been revoked).

➤ **Department of Trade and Industry (DTI), for sole proprietorship**

➤ **Cooperative Development Authority (CDA), for cooperatives**

2. Valid Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

3. Tax Clearance per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR. (GPPB Resolution No. 21-2013 dated 30 July 2013)

Technical Document

4. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature to the Project, within the past three (3) years from the submission and receipt of bids.

Specify the single largest similar contract whose amount is at least 50% of the ABC.

Financial Documents

5. Audited financial statements for CY 2013, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
6. The prospective bidder’s computation of its Net Financial Contracting Capacity (NFCC) at least equal to the approved budget for the contract to be bid. (Note: GPPB Resolution No. 20-2013, 30 July 2013)

CLASS “B” DOCUMENT

7. Valid joint venture agreement, if there’s any, or notarized statements from all the potential joint venture partners that they will enter into and abide by the provisions of the JVA.

OTHER TECHNICAL DOCUMENTS

8. The bid security shall be in any of the following form and amount:
 - (a) **Php500,000.00**, equivalent to 2% of the ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;

Bidders who opt to submit a bid security in the form of cash shall deposit the money to the GSIS Cashier, in coordination with the GBAC Secretariat, prior to the submission of bids. The original Official Receipt issued by the GSIS Cashier for the cash deposit shall be submitted as part of the Eligibility and Technical Components.
 - (b) **Php1,250,000.00**, equivalent to 5% of the ABC, if bid security is in Surety Bond. A valid certification from the Insurance Commission must be attached.
 - (c) Any combination of the foregoing proportionate to the share of form with respect to total amount of security; or
 - (d) Notarized Bid Securing Declaration using the form prescribed in the Bidding Documents.
9. Conformity with technical specifications as enumerated and specified in Sections VI and VII of the Bidding Documents.
 - Copies of Sections VI and VII of the Biddings Documents and all Bid Bulletin/s issued with the bidder’s statement of compliance and signature of the authorized representative; **OR**
 - Signed Letter of Conformity to be printed in the bidder’s letterhead
10. Omnibus Sworn Statement in accordance with Section 25.2 of the RIRR of RA 9184 and using the form prescribed in the Bidding Documents.

ENVELOPE NO. 2 FINANCIAL COMPONENT

Tick box if PRESENT	The Financial Proposal shall contain the following:
<input type="checkbox"/>	1. Bid Form
<input type="checkbox"/>	2. Itemized Bid Form

Bidder's Information

Bidder's name:

Address:

Telephone/Fax numbers:

Authorized Representative:

Signature:

POST-QUALIFICATION DOCUMENTS:

The bidder with the Lowest Calculated Bid (LCB) / Single Calculated Bid (SCB) shall submit the following documentary requirements (3 copies each) within three (3) calendar days from the Opening of Bids:

1. Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) **or** Annual Income Tax. (*Only tax returns filed and taxes paid through the BIR EFPS shall be accepted*)
2. Business tax (Percentage tax or VAT) returns within the last six months. (*Only tax returns filed and taxes paid through the BIR EFPS shall be accepted*)
3. Valid PhilGEPS Registration Certificate
4. For those who submitted a Notarized Statement to form a Joint Venture during the Opening of Bids, the Joint Venture Agreement will be submitted with a disclosure of the percentage of ownership of both parties.
5. All parties to the Joint Venture shall submit the following:
 - Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) **or** Annual Income Tax. (*Only tax returns filed and taxes paid through the BIR EFPS shall be accepted*)
 - Business tax (Percentage tax or VAT) returns within the last six months. (*Only tax returns filed and taxes paid through the BIR EFPS shall be accepted*)
 - Valid PhilGEPS Registration Certificate
6. Certificate of Good Standing, Completion, **AND** Acceptance from GSIS. Said Certification must be issued within the past twelve (12) months from bid submission. (*This is applicable only to prospective bidders with previous contracts and completed projects with the GSIS entered into within the past three (3) years from the submission and receipt of bids*); **OR**

Certificate of Good Standing, Completion, **OR** Acceptance from at least one (1) previous client as stated in the List of Ongoing and Completed Contracts. Said Certification must be issued within the past twelve (12) months from bid submission. (*This is applicable only to prospective bidders without previous contracts and completed projects with the GSIS*).
7. Datasheet of the product (goods and/or services) to be supplied. This includes brochures, manuals, or other documentary references which will provide substantial information of the product (goods and/or services) to be supplied.

Notes:

- The LCB is requested to submit two (2) additional copies of Eligibility, Technical and Financial Documents and soft/scanned copies of Eligibility, Technical, Financial Proposal and post-qualification document stored in a CD/DVD or USB Flash Drive.
- If the LCB is a reseller or distributor of the goods to be supplied, the LCB is requested to submit the contact details (i.e., name of the authorized person/officer, company position/designation, office address, telephone number/s, and email address/es) of the Manufacturer and/or Distributor of the goods to be supplied.

SAMPLE FORM

STATEMENT OF THE PROSPECTIVE BIDDER OF ALL ITS ONGOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE TO THE PROJECT, WITHIN THE PAST _____ YEARS FROM THE SUBMISSION AND RECEIPT OF BIDS

Name of the contract (including the name/s and contact number of the customer's authorized representative/s)	Date of the contract	Nature of Work / Kinds of Goods	Amount of contract and value of outstanding contracts	Date of Delivery	Copy of end user's acceptance or official receipt(s) issued for the contract, if completed
<u>On-Going</u>					
<u>Completed</u>					
<u>Contracts Awarded But Not Yet Started, If Any</u>					
<u>Single Largest Contract Similar to the Project</u>					

(Signature Over Printed Name)

Authorized Representative

BIDDER'S GUIDE

PROSPECTIVE BIDDER'S COMPUTATION FOR ITS NET FINANCIAL CONTRACTING CAPACITY (NFCC)

NFCC = [(Current assets minus current liabilities) (K)] **minus** the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**
Financial Center, Pasay City, Metro Manila 1308

SAMPLE FORM

CERTIFICATION OF COMPLETION, ACCEPTANCE AND GOOD STANDING

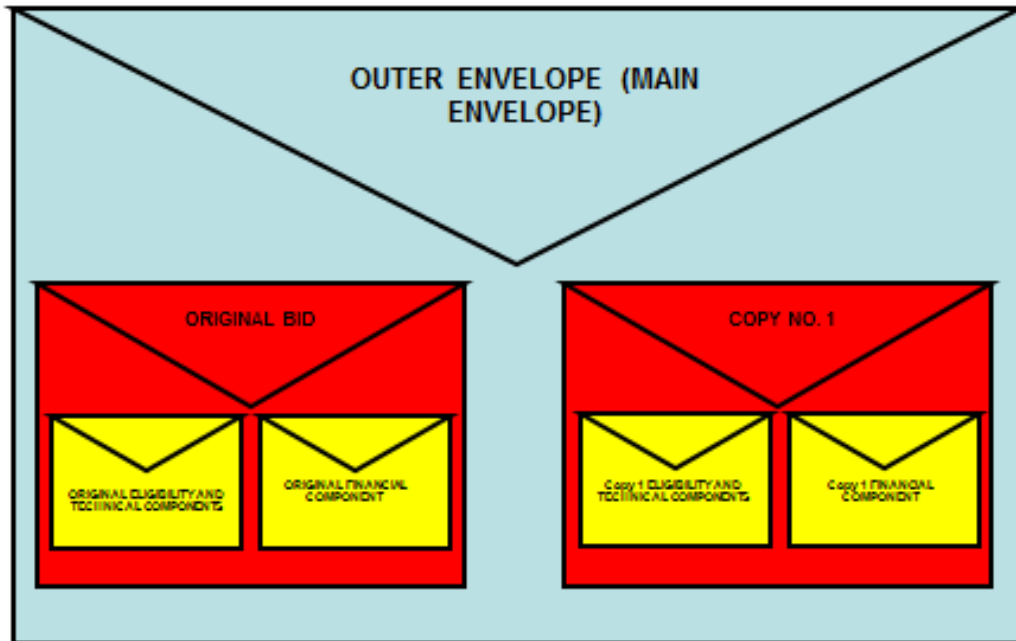
The undersigned certifies that:

1. _____ (*Name of bidder*) has a previous contract with the Government System Insurance System (GSIS), namely: _____ (*name of contract*) which was signed on _____ (*date of contract*).
2. The said contract was successfully **COMPLETED** by _____ (*name of bidder*) and was fully **ACCEPTED** by the _____ (*name of concerned GSIS end-user unit*).
3. _____ (*name of bidder*) is in **GOOD STANDING** as of the date indicated in this Certification.

Issued by: _____
(*Manager, End-User Unit*)

Issued on: _____

SKELETAL PERSPECTIVE OF A BIDDER'S BID ENVELOPE



ALL envelopes shall be marked in accordance with Section 20.4 of the Instruction to Bidders in the Bidding Documents, which shall contain the following details:

- **name of the contract to be bid;**
- **name and address of the prospective bidder;**
- **be addressed to the Procuring Entity's BAC in accordance with ITB clause 10.1;**
- **bear the specific identification of this bidding process indicated in ITB clause 1.2;**
- **bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB clause 24.1.**

